You have made an excellent choice.

Welcome to study at Savonia UAS!
Welcome to study at Savonia!

Savonia University of Applied Sciences is a versatile and practice-oriented university. Our mission is that Savonia graduates are sought-after professionals for future challenges.

A Chinese proverb says a journey of a thousand miles begins with a single step. Our objective is to create for our students a study path where theoretical and practical studies are combined. Building one’s knowledge and skills requires perseverance. Teachers and staff members are for you, guiding you to the fount of latest knowledge. We also offer you a worklife-oriented aspect to learning through various projects. Join our team with an open mind!

I wish you good luck with your studies and inspiring study experiences at Savonia.

MERVI VIDGREN
President of Savonia UAS

Read this guide carefully. For more information, visit www.savonia.fi/eng > Studies -> Studying in Savonia UAS. For more information on your curriculum, please visit http://www.savonia.fi/eng and navigate as follows: Studies -> Study Guides -> choose your degree programme and the starting year 2016.
SAVONIA UNIVERSITY OF APPLIED SCIENCES

Savonia University of Applied Sciences was established on 1 August 1992. It is an institution of higher education with approximately 6000 students. Savonia UAS offers degree programmes in six fields of study: Business and Administration; Natural Resources and Environment; Tourism and Hospitality; Social Services and Healthcare; Culture; Technology, Communication and Transport. Savonia UAS comprises campuses located around the region of North Savo in towns of Kuopio, Varkaus and Iisalmi. In 2016 Savonia offers two Bachelor degree programmes in English:

- Bachelor of Business Administration
- Bachelor of Engineering, Mechanical Engineering

One of the strengths of Savonia University of Applied Sciences lies in its multi-disciplinary programmes. This concept provides Savonia UAS with flexibility in designing its degree programmes to meet the requirements of working life. The professional skills of the personnel at Savonia UAS are based on academic training and practical work experience. The up-to-date facilities such as classrooms, laboratories, computer equipment etc, as well as the library and information services are of a high standard.

School of Engineering and Technology in Kuopio has a long tradition of engineering education since 1883. The school has significant strengths in diversified engineering know-how and in excellent working cooperation with businesses, which enhances the expertise in key areas. Another strength is the up-to-date facilities and teaching equipment. The school has also a vital role to play in the development of business activity in the local economic area and in the creation of the necessary infrastructure. In addition to the English degree programme in Mechanical Engineering, the school provides education conducted in Finnish language in various fields of engineering such as Construction Management, Civil Engineering, Electrical Engineering, Information Technology and Environmental Technology.

School of Business and Administration in Kuopio has given education since 1887. International Trade Expert studies deal with various aspects of international business. The students learn to operate fluently in truly multicultural teams and build expertise needed when working in international sales and customer care, import and export, human resources etc. The school has numerous international partner institutions around the world so the students can experience the international atmosphere during studies in Kuopio or abroad.

KUOPIO – THE CENTRE OF EASTERN FINLAND

The Kuopio region is located in central Finland, in the province of North Savo. The region can be reached in less than an hour by air from Helsinki, the capital of Finland, and by road or rail the journey only takes a few hours. Kuopio is surrounded by lake Kallavesi.

Kuopio is the centre of commerce, whose wholesale and retail services cover the whole of Eastern Finland. There are many important administrative centres and institutions in Kuopio, for example Savonia University of Applied Sciences, University of Eastern Finland and the Orthodox Church Council of Finland.

Kuopio and the surrounding district offer many interesting experiences throughout the year. Various museums provide an insight into the local heritage and way of life. You can admire the spectacular lakeland scenery from the Puijo Tower or you can go on a sightseeing tour by bus. There are special events, theatre and music, as well as many other opportunities for fun, relaxation and retreat. In the Kuopio region you can meet the Finnish way of life that combines all the advantages of high-tech society with the vast expanses of unspoilt nature.

For more information, visit http://www.kuopio.fi/web/english

SAVONIA UNIVERSITY OF APPLIED SCIENCES

STRUCTURE OF STUDIES

<table>
<thead>
<tr>
<th>Open studies</th>
<th>Master’s degree</th>
<th>Studies after Bachelor's degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuing education</td>
<td>Thesis 15 credits</td>
<td>Bachelor's degree 210 credits - 3.5 years</td>
</tr>
<tr>
<td>Internship 30-75 credits (in healthcare: 75-135 credits)</td>
<td>Alternative studies</td>
<td>240 credits - 4 years</td>
</tr>
<tr>
<td>Professional studies</td>
<td>Professional studies</td>
<td>270 credits - 4.5 years</td>
</tr>
<tr>
<td>Basic studies</td>
<td>Basic studies</td>
<td>Bachelor's degree 210 credits - 3.5 years</td>
</tr>
</tbody>
</table>

210 credits – 3.5 years
240 credits – 4 years
270 credits – 4.5 years
FINLAND IN BRIEF

There are several excellent websites where you can learn about Finland and the Finnish way of life. Here are some good ones:

- Visit Finland http://www.visitfinland.fi/
- Virtual Finland http://virtual.finland.fi/
- Study in Finland http://www.studyinfinland.fi/
- City of Kuopio http://www.kuopio.fi
- Finnish railways http://www.vr.fi
- Flights http://www.finnair.com/INT/GB/home
- Ministry of Education http://www.minedu.fi/
- Weather in Finland http://en.ilmatieteenlaitos.fi/
- Finnish Immigration Service http://www.migri.fi
- Licenses (police) http://www.poliisi.fi/licences/licences_and_permits_for_foreigners
- Maps all around the world http://maps.google.com/maps?hl=en&tab=wl

STARTING YOUR STUDIES AT SAVONIA UNIVERSITY OF APPLIED SCIENCES

ENROLMENT

As a new student you need to enrol as present or absent when you claim your study right (in other words, when you accept your study place). You can enrol at studyinfo.fi or by sending a confirmation form to Savonia UAS. Enrolment is binding.

There are certain limitations regarding non-attendance. As a new student starting studies after 1 August 2015, you are entitled to enrol as absent for the first study year only if you are

- doing military or non-military service or women’s voluntary military service
- on maternity, paternity or parental leave
- incapable of starting your studies because of your illness or disability

These reasons will not shorten the time of your study right. When asked, you have to be able to provide proof of the reason for enrolling as absent.

If you are enrolled as absent during your first study year because of military or non-military service or women’s voluntary military service, or due to maternity, paternity or parental leave, you are entitled to enrol as absent for another academic year (two semesters) for any reason. This time of absence does not shorten the time of your study right. However, if the reason for non-attendance during your first study year is illness or disability, you are not entitled to another period of absence; if you do not start your studies at the beginning of the following semester, the semester/semesters that you do not spend on studies will shorten your study right time.

If you are enrolled as present for your first study year, you are entitled to later enrol as absent for one academic year (two semesters) for any reason. This period of non-attendance does not shorten the time of your study right. In addition, if you need to be absent because of military or non-military service, women’s voluntary military service, or due to maternity, paternity or parental leave, the time of non-attendance does not shorten your study right time either.

When being absent, you are not entitled to complete studies or gain credits. Furthermore, you are not eligible for students’ financial aid (paid to Finnish citizens or permanent residents in Finland), meal subsidy or other student benefits (e.g. travel discounts). If you enrol as absent, please remember to cancel your financial aid if you receive it from Kela, the Social Insurance Institution of Finland.

When being absent, you must enrol for the next academic year on schedule. When you continue your studies after being absent, you need update your individual study and career plan and check if any changes have taken place in the curriculum of your degree programme.

ACADEMIC CALENDAR

New students start their studies on 1 September 2016.

Autumn semester 1 September – 22 December 2016
Independent study week 17-23 October 2016 (W42): no lessons arranged
Spring semester 9 January – 31 May 2017
Independent study week 6-12 March 2017 (W10): no lessons arranged
Summer studies 1 June – 31 August 2017
FINANCING YOUR STUDIES

Savonia University of Applied Sciences has no scholarship programmes and cannot therefore offer any financial aid for either Finnish or international students. If you are a Finnish citizen or a permanent resident in Finland, you can get financial aid for studies paid by the government. For further information, please visit the webpage of Kela (the Social Insurance Institution of Finland) or read the guide for Finnish-speaking students (Uuden opiskelijan opas) at http://portal.savonia.fi/amk/fi/opiskelijalle/opiskelu-savoniassa/materiaa/opiskelijalle.

CHECKLIST BEFORE COMING TO FINLAND

REMEMBER TO TAKE YOUR ORIGINAL SCHOOL AND LANGUAGE CERTIFICATES WITH YOU.

The school officials need to see check the authenticity of the school certificates that you used in the application process. Your study right is cancelled if you fail to do this.

HOW TO OPEN A BANK ACCOUNT IN FINLAND

Information on opening an account can be found on the webpages of the local banks below.

Nordea Bank Plc
Kuopio Branch
Kauppakatu 28
FI-70110 KUOPIO
https://www.nordea.fi/en-personal-customers/

Danske Bank
Kuopio Branch
Puijonkatu 19
FI-70100 Kuopio
http://www.danskebank.fi/en-fi/Personal/Pages/Personal.aspx

Osuuspankki
Puijonkatu 25
70100 KUOPIO
https://www.op.fi/op

ACCOMMODATION

Savonia University of Applied Sciences does not provide accommodation for incoming students. Students can apply for a rental apartment at KUOPAS or Tekman Tuki.

KUOPAS (Kuopio Student Housing Company)
KUOPAS provides accommodation for students and their families (spouse and children) in the Kuopio area. KUOPAS has 40 apartment buildings around the town situated 0.5 – 10 km from the city centre.

Office address:
Torikatu 15
FI-70110 KUOPIO
FINLAND
Tel: +358 02 710 9740 or +358 20 710 9741 (abroad)
017 264 0700 (within Finland)
Fax: +358 17 264 0755 (abroad)
017 264 0755 (within Finland)
Email: customerservice@kuopas.fi

How to apply?
In order to apply for a room or an apartment fill in the application form on the Internet:
http://www.kuopas.fi/Tenant%20info.aspx

TEKMA
Tekman Tuki ry / Tekman Tuki Association
Tekman Tuki association rents rooms and apartments for students at Savonia University of Applied Sciences (mainly for students in the School of Engineering and Technology).

Office address:
Tekman Tuki ry
Retkeilijäntie 1 D 2
FI-70200 KUOPIO
FINLAND
Tel: +358 17 2822 831 (abroad)
017 2822 831 (within Finland)
Fax: +358 17 2825 359 (abroad)
017 2825 359 (within Finland)
Email: te.tu@tekman.tuki.inet.fi

How to apply?
In order to apply for a room or an apartment fill in the application form on the Internet:
http://www.tekmantuki.fi/

Useful addresses to find a temporary place to stay overnight
http://www.hostellibemanni.fi/en/
http://visitkuopio.fi/In-English/Accommodation
Please read carefully the following information about the visa and residence permit and financing your studies.

SPECIAL INSTRUCTIONS FOR DEGREE STUDENTS COMING FROM OUTSIDE EEA/EU COUNTRIES

Visa and residence permit
If you come from outside the EEA/EU countries, remember to apply for a visa from the nearest Finnish embassy in your home country in good time before your departure.

For further information, please visit Finnish Immigration Service at http://www.migri.fi/frontpage

Financing your studies
International students coming from outside the EEA and EU countries are required to prove that they have sufficient funds by depositing the sum of EUR 6720 (approx. USD 8720) yearly with a Finnish bank or with an international bank, with no conditions restricting the use of this account.
A new deposit is required at the beginning of each academic year. Savonia University of Applied Sciences has no scholarship programmes and cannot therefore offer any financial aid for either Finnish or international students. International students must be able to finance their studies themselves or have a scholarship from their home countries or other sources.

Insurance
Before you leave your country, remember to check up on travel insurance. International students are not considered as permanent residents in Finland and therefore not entitled to residence-based social security benefits and will not be issued a Finnish Kela sickness insurance card. It’s recommended that you bring your vaccination certificate to Finland with you.

Social security for NON EEA/EU citizens: Degree students who come from outside of the EEA/EU countries must have a valid health and accident insurance. Savonia University of Applied Sciences is not responsible for any costs related to international students’ cases of illness or accident caused during leisure time.

More information about insurance policy is available:
http://www.migri.fi/studying_in_finland/filling_in_the_application/insurance

DEGREE STUDENTS FROM EEA/EU COUNTRIES

Visa and residence permit
Citizens of the EEA/EU countries do not need to apply for a visa or residence permit before arriving in the country, but if they stay for more than three months, they must apply for a residence permit in Finland within the three months through the local police station in Finland.
In order to obtain a residence permit for studying in Finland, an international student must generally bring the following documents:
- passport and two passport-size photos
- a certificate of your registration at Savonia University of Applied Sciences
- proof of funding or scholarships to cover the study and living expenses in Finland.

Citizens of the Nordic countries do not need residence permits, visas or work permits.

Financing your studies
Savonia University of Applied Sciences has no scholarship programmes and cannot therefore offer any financial aid for either Finnish or international students. International students must be able to finance their studies themselves or have a scholarship from their home countries or other sources.

Insurance
Before you leave your country, remember to check up on travel insurance. International students are not considered as permanent residents in Finland and therefore not entitled to residence-based social security benefits and will not be issued a Finnish Kela sickness insurance card. It’s recommended that you bring your vaccination certificate to Finland with you.

Social security for EEA/EU citizens: If you are only staying temporarily in the Member State where you are studying, you are entitled to receive all necessary medical care. For this, you will need the European Health Insurance Card, which you can get from the institution with which your parents are insured. The card must be obtained before departure. The card confirms the holder is covered by sickness insurance in one of the EEA/EU member states and that he/she has the right to immediate medical treatment while staying in any other EEA/EU member state.

More information about insurance policy is available:
http://www.migri.fi/studying_in_finland/filling_in_the_application/insurance

Monthly costs for students are roughly estimated to be:

<table>
<thead>
<tr>
<th>Category</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation</td>
<td>€ 170 – 500</td>
</tr>
<tr>
<td>Lunch at student canteens</td>
<td>€ 40 – 65</td>
</tr>
<tr>
<td>Self-catering</td>
<td>€ 85 – 130</td>
</tr>
<tr>
<td>Monthly bus ticket</td>
<td>€ 50</td>
</tr>
<tr>
<td>Other expenses</td>
<td>€ 85 – 150</td>
</tr>
</tbody>
</table>

PLEASE NOTE!
This estimate does not include social activities, travel or clothing. It has been estimated that an average Finnish student spends € 600 – 800 a month.
STUDIES AT SAVONIA

MANY DIFFERENT WAYS TO STUDY
At Savonia UAS education is built on a concept called OIS. The letters stand for Open Innovation Space. The concept combines worklife-oriented learning and research and development activities supporting it. The focus is on creation and deepening of the connections between students and working life so that it is possible for every student to become familiar with the jobs and tasks in a particular field. Various fields of study apply their specific methods to implement worklife-oriented, active and experiential ways of learning. One example is the framework CDIO (Conceive-Design-Implement-Operate), which is used in engineering and technology.

The worklife-oriented education at Savonia becomes possible thanks to the versatile networks the teaching staff have created. The staff are experts at planning the learning process and supporting their students' development. Students are active learners taking responsibility for their progress. Working in various groups and learning environments are a natural part of studies. Students, lecturers, R&D personnel and representatives from various fields solve problems together, and this requires interdisciplinary knowledge. This is how studies combine theory and practice. More theoretical studies are supported by a strong link to working life, which becomes evident when students do their internship and work on their thesis projects as well as the development tasks and projects commissioned by working life.

During their studies students create their networks and get to know local businesses, which is essential for finding an employment. Those who aim to become entrepreneurs can find their customer base already during studies. With the help of tight co-operation with businesses, students get to know local companies and interest groups and identify the opportunities they provide, no matter what the objective is: entrepreneurship or working for someone else.

FULL-TIME STUDIES
Full-time studies mean that studies are arranged on weekdays from 8 am to 6 pm. The studies follow a regular timetable that each student group has. The studies include various learning methods in versatile learning environments of both Savonia UAS and working life as well as guidance and independent work. Full-time studies are based on a workload of eight hours a day and five days a week. A student’s knowledge and skills base expands and he/she earns credits in accordance with the study plan of his/her group.

STUDIES AT SAVONIA

TAKING RESPONSIBILITY FOR YOUR STUDIES
It is rewarding to study. Having a positive attitude, being active and setting objectives make it possible for you to reach your goals during your studies, at work and in life. Success in studies requires a proactive attitude, perseverance, initiative, an ability to question things and stamina to complete your studies by the deadline. In addition, time management skills are essential. You have the responsibility for your studies but also freedom to make choices. It goes without saying that it requires a lot of hard work to complete large study modules.

It is hard to succeed without motivation. Therefore it is wise to make plans for studies and think what you expect from your studies. It is also good to consider the pros and cons of combining studies and work if your plans include working and studying at the same time. Long-term objectives can be divided into smaller targets; this helps you achieve your goals more easily and keeps you motivated!

SPEEDY PROGRESSION IN STUDIES
It is possible to create a personal study plan that makes it possible for you to graduate in a shorter time than expected. The possibilities vary from one degree programme to another. Speedy progression in studies requires a realistic view on one’s abilities, commitment, flexibility, time management skills, initiative and an ability to work independently.

INTERNATIONALITY
Companies and employers value international experience. Language skills and an ability to successfully work in a multicultural environment are basic skills needed in modern working life. Your study time is a unique opportunity and phase of life for acquiring international experience. As a student of Savonia your personal study and career plan emphasizes internationalisation. This international study path can contain for example professional studies conducted in English at Savonia, intensive courses abroad, studies of foreign languages, an exchange period abroad, doing your internship abroad or in an international company in Finland, working in an international project or doing a thesis abroad for a Finnish client.

In addition to studies in an international degree programme, internship or studies abroad are among the most effective ways to learn to communicate in a foreign language and to become familiar with other cultures. A foreign assignment boosts flexibility, independence and responsibility that working life requires. International experience is a valuable asset in the job market. It makes a pleasant change, develops vital skills for the future career and is also an excellent way to see the world.
Savonia has approximately 180 partners in more than 30 countries all around the world and they provide wide opportunities for internationalisation. As a student you can head for overseas via exchange programs or by independently finding a place to study or do internship abroad.

When going for exchange, the aim is to do studies that can be included in your degree. The ECTS system (European Credit Transfer System) sets guidelines for the compensation and accreditation of studies. Another aim is that the exchange period should not postpone your graduation.

Co-operation extends from the Nordic and EU countries to Russia, Asia, the United States and Africa. Savonia takes part in exchange programs such as LLP-ERASMUS, FIRST, TEMPUS, NORDPLUS and NORTH-SOUTH. Each field of study has a coordinator of international affairs in charge of guiding the students interested in exchange.

STUDENT FEEDBACK
As a student you have an opportunity to give feedback on courses, guidance, counselling, the premises, equipment and other services at the different stages of your studies. Student feedback is vital for the development of teaching, curricula and counselling. It is also an integrated element of the quality system audit. At the beginning of your studies you take part in a start-up survey and at the time of graduation there is another survey. In addition to these surveys, you can give feedback on your courses. It is also possible to give feedback directly to lecturers.

PLANNING YOUR STUDIES
The competence-based curricula of Savonia consist of two parts: the general information and the specific contents of course descriptions. The general part includes the basis of education, competence standards, structure of studies, development of expertise, methods of implementation and table of courses. You can access the specific contents, ie course descriptions, by clicking on the course codes on the course table. It is good to study your degree programme’s curriculum before starting your studies. You can find it at http://portal.savonia.fi/amk/en/studies/study-guides

The curriculum comes with a course plan, which describes in more detail what a student is required to do to pass the course. Each lecturer presents a course plan when his/her course starts and uploads the plan on the learning environment Moodle. In addition to the requirements, the course plan informs the contents, objectives, timing, extent and student workload, assessment criteria and the plan for processing course feedback given by the students.

The extent of studies is based on credits. A student’s workload on a course is measured in credits. Studies during one academic year amount to an average of 1600 hours of work; one credit equals approximately 27 hours.

PERSONAL STUDY AND CAREER PLAN (PSP)
A personal study and career plan is a tool for planning a student’s studies. The PSP is a roadmap which combines the objectives the degree programme, a student’s personal interests and study choices as well as his/her career prospects. The PSP is created and stored in Wilma, the electronic student administration system.

An annual PSP discussion is arranged between a student and his/her tutor teacher. It is a combination of a counselling appointment and an appraisal, in which the tutor teacher guides the student to assess his/her learning outcomes and progress in studies.

RECOGNITION OF PRIOR LEARNING (RPL)
The aim of the recognition of prior learning is that a student can make use of his/her previous competence as part of his/her degree, irrespective of where the competence has been gained: in an institution of higher education, in work life, leisure activities, in other education, etc. The only clear limitation is that studies and work experience which have given eligibility for becoming a student at Savonia cannot be accredited.

You can map your competence before starting your studies: compare your skills and knowledge to those required in the degree programme and its competence standards. More detailed information can be found in course descriptions.

If your skills and knowledge match the objectives of the courses, you can discuss RPL with your student counsellor or tutor teacher. The application for RPL requires a written documentation of your skills and knowledge and sometimes you also need to give further evidence of your competence by showing/giving proof of your skills and knowledge. When you start your studies, the school informs you what the RPL application process requires and how it is started.
ENROLMENT TO COURSES AND MAKING COURSE CHOICES

Students who start their studies at Savonia enrol to the compulsory first-year courses in Wilma, the electronic student administration system. Later they also enrol as present or absent and make their course choices in Wilma in accordance with the school’s instructions.

INFORMING THE STUDENTS OF STUDIES AND OTHER COMMON ISSUES

Students receive information via electronic channels, which are always available, irrespective of the time and place. The use of these channels is a prerequisite for the success in studies as they contain important information.

Savonia portal: www.savonia.fi
The public web service is the main tool for external communication.

The students’ intranet: reppu.savonia.fi
The students’ intranet called Reppu (the Finnish word means “backbag”) is the most important communication tool for students at Savonia. The intranet contains general information for all Savonia students as well as degree programme specific information. The intranet is also the hub of information about timetables, contact information, news, instructions, etc. You can subscribe to latest news to your email – and you keep up to date all the time.

Wilma
Wilma is the student administration system where you can see your grades, keep track of the progress in your studies, make your course choices (PSP), send messages to teachers, etc. You are asked to update your contact information in Wilma when you start your studies and keep it updated till the end of your studies. wilma.savonia.fi

Student email
Every student of Savonia gets an email account, which reads as follows: firstname.x.familyname@edu.savonia.fi. Email is the main tool of communication as all messages and announcements about studies are sent there. We recommend that you read your email regularly so that you won’t miss important information – in fact, the majority of study-related messages are sent via email only.

Moodle
Moodle is the online learning environment of Savonia. Every course has its own Moodle pages containing information on course contents, requirements, timetables etc.

IT services
The Savonia network is part of the Finnish universities network called Funet. The Windows domain name of Savonia is savonia-amk, and students can login to this information network from any workstation in the campus network. Logging in requires a personal campus username and password, which you get when you start your studies. The most important resources of the Savonia network are the following:

- drive Z, a storage location for your personal files
- drive W, a storage location for your own webpages

STUDENT COUNSELLING AND TUTOR ACTIVITIES

Student counselling comprises information, guidance and counselling services that are available to students at the various stages of their studies. The main goal is the professional development of the students and their progression in studies. The goal is also to encourage the students to take responsibility for their studies and guide them to self-assessment. Each student group has a tutor teacher who focuses on guiding the students’ professional development.

Students have responsibility for their studies, but they are entitled to counselling – in groups and individually – to achieve their aims. The purpose of counselling at Savonia is to provide sufficient services to students to improve their well-being and make progress in studies.
Guidance and counselling is given by every staff member of Savonia. People that are specialized in your guidance are personnel at Student Services as well as student counsellors, tutor teachers and tutor students. In addition, the staff supervising your internship and thesis are part of the counselling network. Counselling services are provided to individual students, to groups or as an online service.

CONTACT INFORMATION OF STUDENT COUNSELLORS IN THE INTERNATIONAL DEGREE PROGRAMMES:

Business and administration
Senior lecturer, Student counsellor
Terttu Niskanen (Ms)
tel. +358 44 7856949
e-mail: terttu.niskanen@savonia.fi

Mechanical engineering
Lecturer, Student Counsellor
Irene Hyrkstedt (Ms)
tel. +358 44 7856775
e-mail: irene.hyrkstedt@savonia.fi

ACCESSIBILITY AND NEED FOR SPECIAL ARRANGEMENTS
Accessibility refers to special arrangements that are discussed by a student and a member of the counselling staff and that aim at improving the student’s opportunities to make progress in his/her studies. The special arrangements are always initiated by the student, who for example takes contact with his/her student counsellor or tutor teacher. The arrangements are individual and can refer to the methods of testing a student’s performance, flexible exam arrangements, need for extra counselling, use of special equipment etc. The special arrangements are documented on a support voucher, which a student is granted on the grounds of an expert statement. The need for special arrangements can be short-term or long-term.

STUDENTS’ WELLBEING AND HEALTH CARE SERVICES

STUDY PSYCHOLOGIST
The study psychologist guides and supports all students on learning, motivation and coping with studies. You can make an appointment with our study psychologist to discuss topics related to progress in your studies and wellbeing and to find solutions to different problems. Discussions are confidential. The study psychologist also arranges group activities to support studies; the workshops deal with stage fright, motivation, etc.

STUDENT HEALTH CARE
Student health care is part of public health care. The task of student health care is to organise health care services and thereby promote the health and learning ability of the students. The municipality in which the university of applied sciences is situated organises health care services which are for all full-time students regardless of their place of domicile. Health care encompasses the monitoring of the health conditions of the college as well as student health, medical and dental care. The services include nurses’ and doctors’ appointments.

The student health care services in Kuopio would like you to consider the following before starting your studies at Savonia (important information for students that are not Finnish residents):

- Keep your medical records of immunization up to date. Bring with you a document showing how many shots of vaccines you have been given and when they were given. Also find out if you have had chickenpox.
- It is strongly recommended that you have been given the following vaccines against common infectious diseases such as
  - Tetanus-diphtheria (DT, dT or dtap) booster in every ten years
  - Measles, rubella and mumps (MMR or MPR) two doses
  - Polio (IPV, OPV) administered four times during your life
- If you are diagnosed with a chronic disease, we recommend that you bring medical certificates and instructions given by a doctor with you when you come to Finland. If a chest x-ray has been taken not longer than a few years ago, please bring with you the document describing the x-ray results.
- If you are a citizen of a non-EU or non-EEA country, you are not covered by the Finnish national health insurance. For this reason it is therefore extremely important for you to take sufficient insurance coverage of your own before you arrive in Finland. The insurance coverage must be valid throughout the study time.

SPORTS
The Student Union Savotta organises sports activities to its members. They include gym, ball games, group fitness sessions with spinning, yoga, Latin dance and many more. Stay tuned and learn more about the sports activities when you start your studies!

SMOKE-FREE SAVONIA AND ZERO TOLERANCE OF SUBSTANCE ABUSE
By law, smoking is prohibited indoors in public facilities. Savonia is a smoke-free university where smoking is allowed only in designated outdoor locations.

Savonia will not tolerate any substance abuse. We have a counselling model that aims to intervene in substance abuse as soon as possible so that a student receives best possible support in his/her situation.
STUDENT WORK OF COMMUNITIES AND OTHER ORGANISATIONS

Studies open up new opportunities for a student but also create challenges. Life changes in many ways – you face new situations and new people in a new city and country. It is good to know that there are organizations working with multicultural groups and providing peer support. For more information on one of them, visit http://www.puijola.net/kompassi-info-eng/

You can contact the college pastors of the Kuopio Evangelical Lutheran parish when life seems hard, studies are in a tangle or when you just want to talk about personal issues, relationships, crises and coping. The services of the pastors are available to all students regardless of their religious background. The conversations are free of charge and confidential.

STUDENT UNION AND STUDENT BENEFITS

STUDENT UNION OF SAVONIA UNIVERSITY OF APPLIED SCIENCES (SAVOTTA)

The students make the Student Union
SAVOTTA – The Student Union – is you! Every student at Savonia University of Applied Sciences can join the Student Union. The Union offers services, counselling and supervision of students’ interests locally and nationally. The Union provides its members with many services: cafeteria, a calendar, sports activities, etc. The Union also organizes student events, courses for student activists and of course get-together meetings and free time activities through the academic year.

The Student Union of Savonia University of Applied Sciences, known amongst friends as SAVOTTA, is a non-political service and support organisation for all students at Savonia University of Applied Sciences. The Student Union is an autonomous public corporation founded in accordance with the Finnish national legislation. According to the law, the Student Union is part of Savonia and its mission is to act on behalf of the students and as their representative.

More information is available in Finnish on the Student Union’s website www.opiskelijakuntasavotta.fi The Union representatives also inform all new students of student cards and their activities when you start your studies.

STUDENT CARD

All students starting their studies at Savonia will receive a student card free of charge. The card is your student ID card on the campuses, it makes it possible to print out your documents on the campus printers and it is your campus library card. Another important benefit is meal subsidy – you get a discount on lunch in a number of campus restaurants. With some limitations, the card entitles you to certain discounts on public transport (railroad and buses). If you become a member of the Student Union, your benefits increase. More information is available in Finnish on the Student Union’s website www.opiskelijakuntasavotta.fi The Union representatives also inform all new students of student cards and their activities when you start your studies.

ORIENTATION TO STUDIES

All new students take part in orientation to studies, which is arranged during the first days of their studies. The orientation days are built to serve the needs of each field of study and degree programme but part of the orientation is arranged jointly for all Savonia students.

It is important that you take part in the orientation days as they contain a full package of information on the practicalities related to your studies. The orientation days and other information sessions that follow later are an integrated part of your degree programme studies.

During the first days you meet your tutor teacher and peer tutors (tutor students). Every new student group has named tutor students who have received training for their tasks and who help you to learn the house rules. At the beginning of your studies the focus of all information and orientation is on making you become part of your group and commit yourself to studies.

SavoniaStart@Opistotie Campus on 6 September 2016

All new students of Savonia gather for the first time on Opistotie Campus in Kuopio. There are various stands offering information on the services and possibilities of Savonia. In the programme there are interesting presentations, a buffet and live music. Welcome!