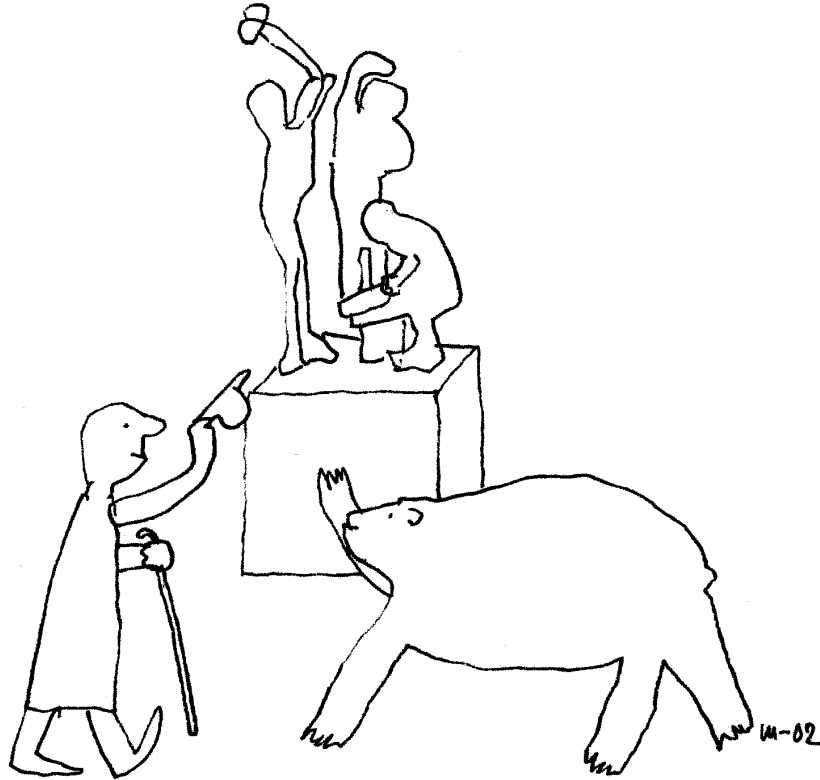


PRACTICAL GUIDE

for international students
2009-2010



SIBELIUS ACADEMY



Polar bears are seldom seen in the streets of Helsinki

**SIBELIUS ACADEMY
P.O. Box 86
FI-00251 Helsinki, Finland**

**<http://www.siba.fi>
Telephone: + 358 20 753 90**

Please note, that all information given in this guide is subject to change.

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Helsinki 2009

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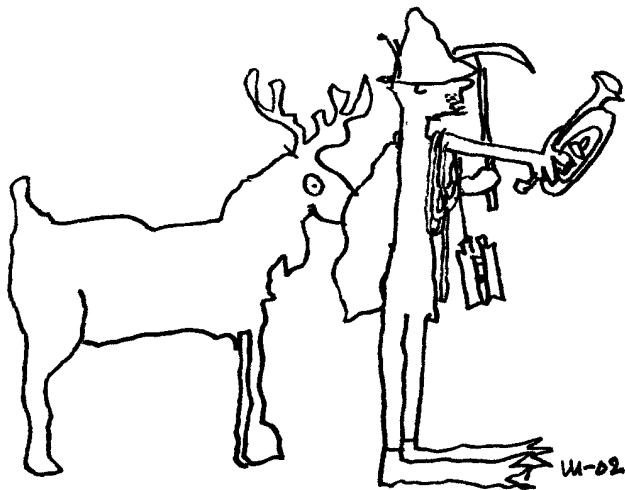
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1. WELCOME TO HELSINKI

We are happy that you have chosen to study at the Sibelius Academy, a state-owned university providing the highest education in music 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 also an unforgettable adventure.



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

2. FACTS ABOUT FINLAND AND HELSINKI

Land

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 comprised of about 30 000 islands. The sea is also an important part of Helsinki. Another aspect of Finnish nature is the unspoiled countryside, which is also easily accessible from Helsinki.

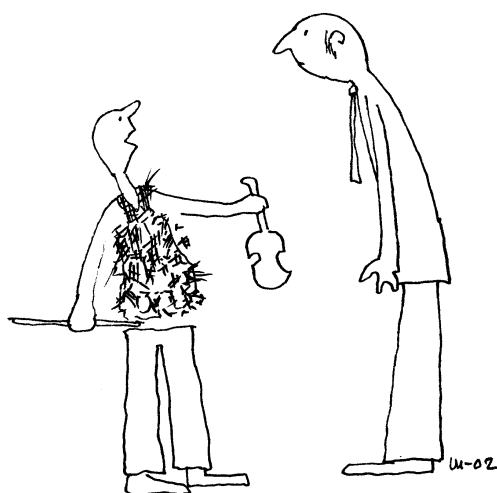
Although Finland is the northernmost country in the world after Iceland, Helsinki, situated on the south coast of Finland, enjoys a relatively mild climate. However, the four seasons have distinct characteristics.

People and society

Finland has a population of about 5.2 million. The country is bilingual: Finnish and Swedish are the official languages. The Sami people of Lapland speak a minority language, Sami. Especially in the larger cities 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

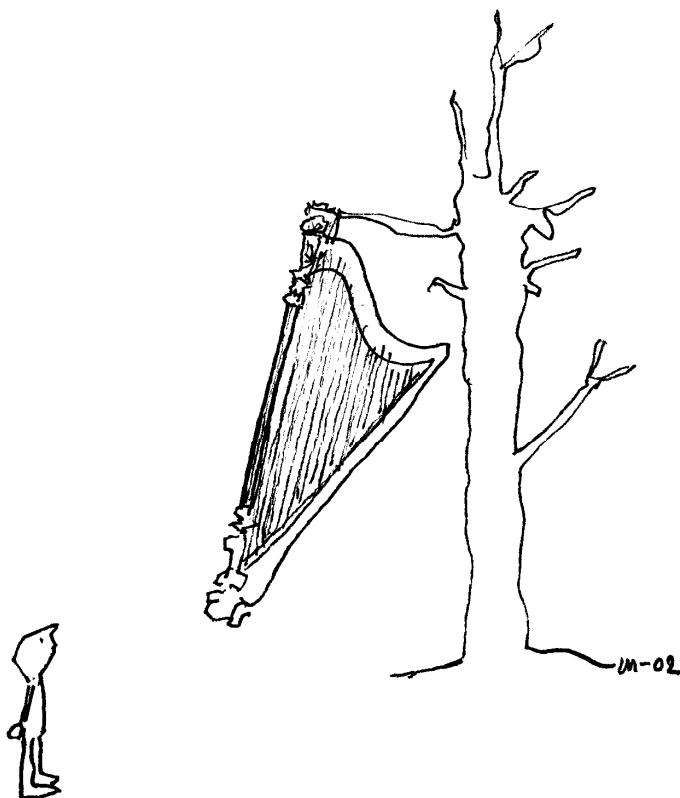


"This is my lucky shirt!"

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 working life. 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 it to look after your belongings, you do not need to be constantly worrying 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 the home to the last great European wilderness, it is a modern society upholding 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, United States and Russia. Finland is a leading nation in high technology. Finnish design, furniture and glasswork are also widely known.



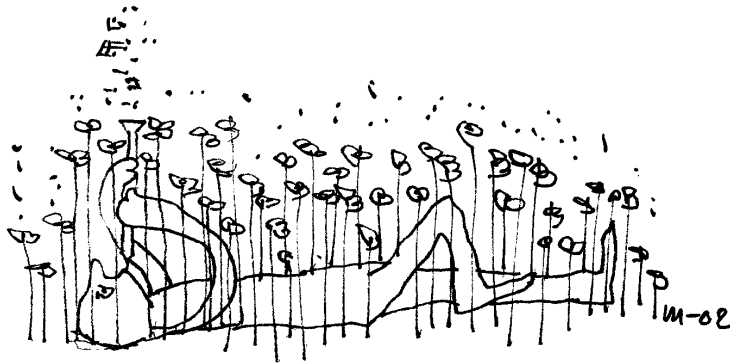
Finns have the habit hanging the lost property on a nearby tree branch

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 Finns. 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 Turku, Tampere, Oulu and Vaasa.

Helsinki is a green city surrounded by the sea. There are many parks within and just outside the city where you can enjoy the nature. The city centre is the heart of business, entertainment and art. There is a lot to see and do 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. Visit for example the sea fortress island Suomenlinna, the Korkeasaari Zoo, Pihlajasaari with a sandy beach and Seurasaari, an open-air museum and an outdoor recreation area.



The unspoiled countryside

What to pack for Finland?

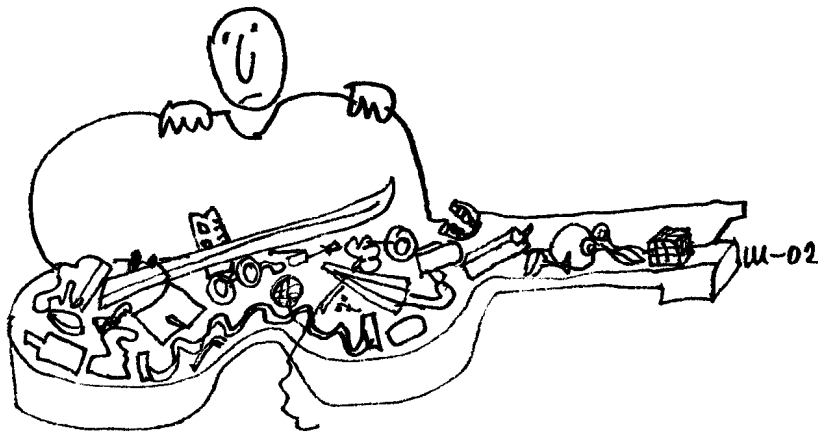
Finland is not awfully cold. Regarding temperature, Finland is more favourable than most of the countries at the same latitude. The warm Gulf Stream of the Atlantic gives us a surprisingly mild climate. However, Helsinki can be windy during the autumn and winter.

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, this longest summer day lasts for over two months. Even in more southern parts it does not get dark, the days are only separated by a couple of hours of twilight.

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:

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



What to pack for Finland

3. SIBELIUS ACADEMY

History

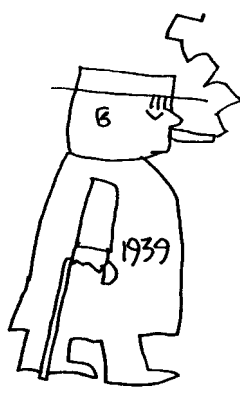
The Sibelius Academy, located in the centre of Helsinki, was founded in 1882, and was given its present name in 1939. The name is derived from Jean Sibelius who holds a supreme position in the history of Finnish music. Sibelius was a student at the Academy, named Helsingin Musiikkiopisto at the time, in 1885–90. He studied both 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 a state music university the Sibelius Academy has an equal status with other universities and it is an integral part of 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 only music university in this country and the largest in Scandinavia.

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

Location

3D-Guide to Sibelius Academy buildings on the web: <http://www.siba.fi/visitguide/>

R-building

Pohjoinen Rautatiekatu 9

(in the centre of the city, behind the Parliament House, opposite Hotel President)

The premises and departments at the R-building:

Concert Hall

Chamber Music Hall

Organ Hall

Department of Orchestral Instruments

Department of Music Technology

Recording studio and studio for electronic music

T-building

Töölönkatu 28

(behind the Hotel Scandic Continental, close to Finnair airport shuttle bus stop)

The premises and departments at the T-building:

Ackté Hall

Wegelius Hall

Department of Piano Music

Department of Church Music

Department of Composition and Music Theory

Department of Vocal Music

DocMus - Department of Doctoral Studies in Musical Performance and Research

Library

Computer class

The rector's office and the majority of the general administrative offices (including the International Exchange Office)

P-building

Kutomotie 9, Pitäjänmäki

About 8 kilometres from the centre of Helsinki

You can reach P-building in Pitäjänmäki with several buses. Numbers 14, 39 and 39A leave from outside Kamppi metro station and go through Töölö. Buses 231, 248, 248K, 261, 270 and 360 leave from the Eliel-square by the main railway station and go along Mannerheimintie.

Get off at the bus stop next to grocery shop S-market. It is the third stop after a big roundabout.

The bus trip from T-building to Pitäjänmäki takes about 30 minutes.

The premises and departments at the P-building:

Department of Jazz Music

Department of Folk Music

Department of Music Education

Degree Programme in Arts Management

Language Laboratory

Computer classes

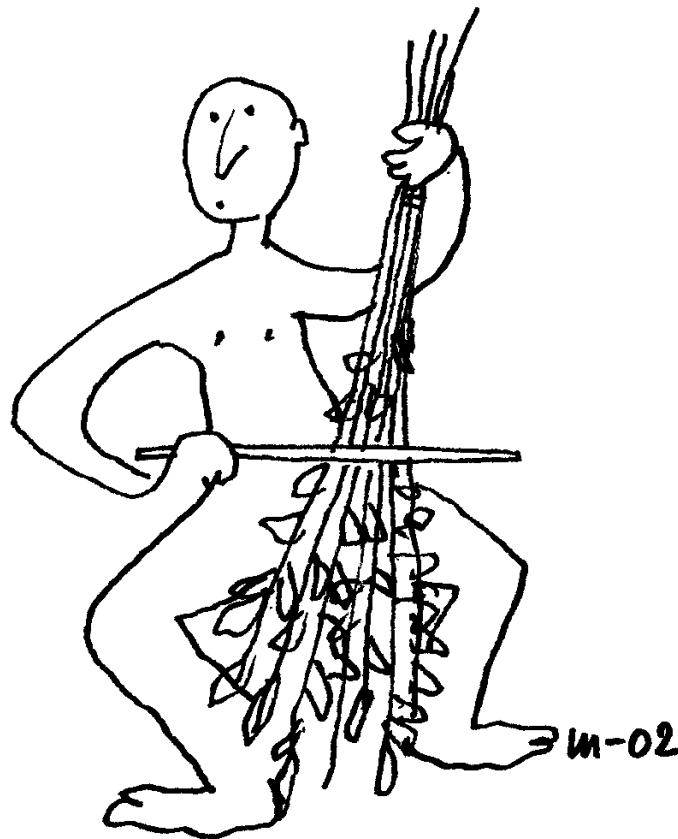
International Office

The International Office is located on the 2nd floor of the T-building (Töölönkatu 28), room T-236.

Staff:

Ms. Leena Veijonsuo
International Exchange Coordinator
Tel. +358 20 753 9400
E-mail: leena.veijonsuo@siba.fi

Ms. Tuovi Martinsen
Senior Advisor,
International Academic Affairs
Tel. +358 20 753 9489
E-mail: tuovi.martinsen@siba.fi



Finnish musicians enjoy themselves in sauna

Departments at the Sibelius Academy

Department of Church Music

T-building, 3rd floor

Department of Composition and Music Theory

T-building, 4th floor

Department of Music Education

P-building, A-wing, 3rd floor

Department of Music Technology

R-building, 4th floor

Department of Orchestral Instruments

R-building, 2nd floor

*Strings, Wind Instruments, Orchestral and Choral Conducting,
Early Music Studio and Chamber Music*

Department of Piano Music

T-building, 3rd floor

Piano, Accordion, Guitar, Kantele

Department of Vocal Music

T-building, 3rd floor

Department of Folk Music

P-building, A-wing, 2nd floor

Department of Jazz Music

P-building, B-wing, 2nd floor

Kuopio Department

Church music

Arts Management programme

Address: Hermanninaukio 3, 70100 KUOPIO



Studying at the Sibelius Academy

The learning atmosphere at 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 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' studies after the completion of a lower university degree
- ❑ Curriculum structure:
 - Major subject min. 100 credits
 - Thesis or other demonstration of skill 20-40 credits
 - Optional studies min. 30 credits

The Sibelius Academy also offers versatile doctoral programmes. 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.

These two alternative grade scales are applied to both regular and exchange students:

The scale with numbers

- 5 = excellent
- 4 = very good
- 3 = good
- 2 = satisfactory
- 1 = pass
- 0 = fail

or passed / failed

- passed = a
- failed = i

Semester Dates: Academic year 2009-2010

Opening ceremony of the academic year: September 1, 2009

Orientation days for international students : September 2 - 4, 2009

Autumn semester(tuition): September 7 - December 19, 2009

Spring semester: January 9 - May 30, 2010 (Most of the tuition will end in April already because of the examinations in May)

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

Individual Study Plan: HOPS

An individual study plan (in Finnish: HOPS) is drawn up to support the progress of studies and to be of assistance in study guidance. One is done for every student when they begin their studies at the university, and the plan is checked annually. For guidance in questions concerning HOPS, please contact the programme coordinator of your degree programme.

An individual study plan is prepared jointly by the student and a representative of the department, and it defines the content and order of studies. At Sibelius Academy, individual study plans need to be accepted by the Department Head. According to the University Regulations on Education, a student without an accepted individual study plan may not receive tuition.

Student Union (SAY)

The Student Union of Sibelius Academy (SAY) is a student organisation that promotes the interest of its members in Sibelius Academy. All present degree/exchange students in Sibelius Academy are automatically members of the Student Union. The Student Union membership is obligatory for all degree/exchange students.

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 to settle in Finland. Tutors give advice and help on matters related to the university, student community and everyday life. However, the programme coordinators at the departments provide academic tutoring. The student tutoring is focused on the first months of studies.

Membership

To become a member of the Student Union you must pay a registration fee. The Student Union membership fee is 90 euros for one academic year (45.00 euro for one term). Exchange students will pay the fee during the orientation.

Every SAY member is entitled to a student card and SAY's members can order a Lyyra-card (15 e). 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.

It also works as charge and library card, and entitles the Lyyra-owner to larger discounts. You can order and pay the Lyyra-card by internet (www.lyyra.fi) or at the Student Union Office.

Please note that the delivery of the student card will take approximately a 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 Student Health Care Centre (YTHS). Furthermore, some shops provide discounts to Student Union members. Check the list from SAY 's website.

Other services

Student union maintains a "gig agency" service, which supply student contact information for people looking for performers or teachers. For further information, contact Student Union office: tel. 040-710 4298 or email say-ts@siba.fi

The Student Union newsletter Saymaa is published 1-2 times a semester. It contains information about the activities of the Union, studying etc. It is distributed outside the student cafeterias in all three buildings. Members of SAY also get a free music calendar. The calendar includes a comprehensive contact information list that every musician in Finland needs.

Student Union contact details

Office: T-building, 4th floor (address: Töölönkatu 28, 00260 Helsinki)

Opening hours: From Tuesday to Thursday 12.00 - 15.00, Mondays and Fridays closed.

Internet: www.siba.fi/say

Chairperson of the Student Union:

Ms. Sera Valtonen, tel. 040-710 4297, email: say-pj@siba.fi

General Secretary:

Ms. Kirsi Marttinen, 040-710 4296, say-ps@siba.fi

Office Secretary:

Ms. Liina Sipilä, 040-710 4298, say-ts@siba.fi

International Officer:

Ms. Sanna Tikka, 044-042 7844, sanna.tikka@siba.fi

Student union rooms are open for all students. You find them from T-building (4th floor, next to the office) and P-building (1st floor, behind the cafeteria).

Service Desks

T-building:

2nd floor, tel. 020 753 9614, open Mon-Fri 12-15

P-building:

1st floor, B-wing, tel. 020 753 9580, open Mon-Fri 8.30-18.30, Sat 9-15.30

R-building:

1st floor, tel. 020 753 9686, open Mon-Fri 8.30-20.30, Sat 9.30-17, Sun 12-18

The service desks provide the following services:

- enrolment for the Academy (only in T-building and P-building)
- changes of address or name (opiskelijapalvelut@siba.fi)
- official transcript of records in English, Finnish and Swedish
- certificates of attendance, certificates for Helsinki City Transport (HKL)
- general advice on student financial aid and scholarships, application forms
- study guides and programme handbooks

The programme coordinators in each department will help you in regards to your individual study plan, content of your studies, recognition etc.

Ostinato – The Sheet Music Shop

Ostinato Oy is a sheet music shop founded in 1979 by music students. It is owned by the Student Union of the Sibelius Academy and seven other Finnish music student organisations.

Ostinato sells classical sheet music, manuscript paper and music books at a very fair price without pursuing profit. 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 9 – 18
Saturdays 10 - 14
Open during the summer:
Monday to Friday 10 - 16



Sibelius Academy Library

Address: Töölönkatu 28 (T-building). 6th floor (loaning department) and 5th floor (reference library and recordings department)

Opening hours during the academic year:

Mon-Wed 10-18, Thu-Fri 10-16 (loaning department)

Mon-Thu 10-20, Fri 10-18, Sat 12-15 (reference library and recordings department)

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. Holders of a Sibelius Academy library card can also borrow material from the Central Library of Theatre and Dance and the Library of the University of Art and Design.

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.

Sibelius Academy has access to several music databases. More information:

<http://lib.siba.fi/en/databases/databases/>

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



Library

Cafeterias

There are cafeterias offering lunch, snacks, coffee and other refreshments, located in each of the Sibelius Academy buildings. For students owning a student card (or Certificate of Attendance) the lunch costs 2 to 4,5 euros. To get the reduction, you have to show your student card/Certificate of Attendance every time paying the lunch. The reduction is also available at other universities' cafeterias.

T-building (Amica):

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

P-building (Amica):

open Mon–Fri 8–17.00, lunch 10.30–16; Sat 10–14, lunch 11.30–13.30

R-building (Amica):

open Mon–Fri 9 –17.00, lunch 10.30–16.00; Sat 10–14.00, lunch 11.00–13.30

Computing

Computing facilities:

2 PC classrooms (T-222, P-416)

1 Mac classroom (P-417)

2 small PC rooms (P-413, R-405)

Internet computers in the corridors

Software and equipment in the classrooms:

PC:

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

Mac:

- Mac OS X, Internet, MS Office, Finale, Sibelius, Audacity, Logic, Cubase, Pro Tools LE, Apple iLife, Photoshop Elements
- Midi keyboard & Mbox 2
- Laser printer

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

- Windows PC: Home on Amadeus (K:\)
- Mac: Home (on desktop)

Email:

- Web browser: <http://webmail.siba.fi>

User Accounts for exchange students will be opened during the orientation days. Degree students will receive the Account application -form by mail in 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>. Password has to be: 8 characters in length, small alphabetic characters, include at a minimum 2 numbers, at least 6 different characters, no special characters (ie. !&äöé etc.)

Helpdesk:

The Computing Service's Helpdesk is meant for helping all students of the Sibelius Academy in using workstations and programmes. 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 number 0206 90 222
Email helpdesk@siba.fi

Helpdesk telephone number is in use Mon-Fri 9.00-16.00. Normal call costs apply (local network charge/mobile phone charge). Help requests can be submitted by email at any time of the day.

Photocopying

There are several photocopying machines in each building. Copying cards can be bought at the Student Union Office (T-building, 4th floor), Sibelius Academy Library (T-building, 6th floor) and Music Shop Ostinato.

Keys

You will obtain an electronic key ('laku'), which enables you to enter the computer and rehearsal rooms as well as all the three buildings outside the office hours. 'Laku' applications will be available during the orientation or later at the information desk (T-building) or at service desks (P-building and R-building).

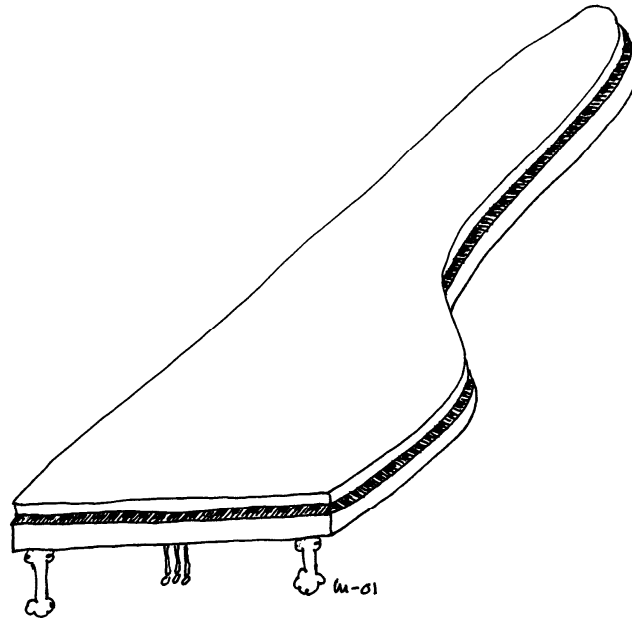
Rehearsal Rooms

Sibelius Academy has several rehearsal rooms, which are freely in use of the students. It is not possible to reserve the rooms in advance.

The rehearsal rooms are in the 1st floor of the T-building, 4th and 5th floors of the R-building and on each floor of the P-building. 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 loose 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 of the corridor.



GRAND PIANO

Communications: Bulletin, Intranet, Email list

Äänenkuljettaja is the weekly-published bulletin, which also includes information in English. Get your copy each Friday at the entrance of T-, P- or R-building.

Sonetti is the intranet for Sibelius Academy students and staff. You need to obtain your personal username and password in order to enter to the system.

All international students at the Sibelius Academy are welcome to join to an **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 concerts, parties and other social occasions.



**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. In order to rent a room or flat, we recommend that you leave an application to both HOAS and Clavis.

Clavis

The Housing Foundation for Sibelius Academy students has a student house, Clavis, with a restricted number of rooms. The rent is around 252 - 334 €/month depending on the room.

Clavis
Vanha Viertotie 21
FI-00350 Helsinki

Contact person:
Mr. Tapani Kohonen
clavis@kolumbus.fi
Fax +358 (0)9 - 580 8200

Hoas

The Student Housing Foundation (HOAS) is the largest students' housing organisation in the Helsinki Region. You need to submit an application for housing to HOAS as soon as you have received a letter of acceptance from the Sibelius Academy. HOAS encourages applicants to use the electronic application form. The English version can be found at <http://www.hoas.fi/>. Please don't hesitate to contact HOAS if you have any problems with the application!

Contact details:

HOAS, Pohjoinen Rautatiekatu 29, FI-00100 Helsinki
vuokrausneuvonta@hoas.fi

Telephone consultation: Mon - Fri 9.00 - 16.00

tel. +358 (0)9 - 549 900

fax +358 (0)9 - 5499 0234

Due to the long queues it is not guaranteed that you will receive accommodation upon your arrival in Helsinki. Student apartments are unfurnished, often communal with 2–3 bedrooms, a small living room and/or a kitchen and a shared bathroom. They can be located in Helsinki or the neighbouring cities Espoo or Vantaa.

HOAS rooms for Exchange Students:

Sibelius Academy has reserved a quota of furnished rooms for exchange students at HOAS. The most convenient and assured way to get a room upon arrival to Helsinki is to apply within this quota. The application form can be found on the HOAS website (www.hoas.fi, English site) under the headline "Exchange Students/How to apply for housing".

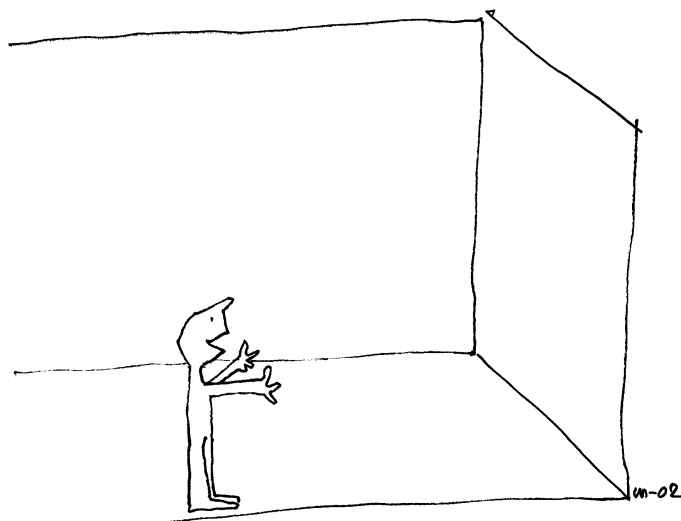
These rooms are more expensive (370 euros per month) than the other HOAS rooms, but they are furnished and conveniently located in Helsinki city area.

The contact address at HOAS for exchange students is housing@hoas.fi.

Short term accommodation/Hostels and Hotels

You may need a temporary accommodation upon arrival in Helsinki. Below is a list of accommodation possibilities with reasonable price.

Please note, that the prices and information given are subject to change!



What a nice room!

Stadion hostel

Address: Pohjoinen Stadionintie 3 B
Telephone: +358-9-477 8480
Fax: +358-9-477 84811
E-mail: info@stadionhostel.fi
www: <http://www.stadionhostel.com>
Price: 22.50–38.00 €
Breakfast: 6.00 € (buffet breakfast)

Eurohostel

Address: Linnankatu 9
Telephone: +358-9-622 0470
Fax: +358-9-622 04747
E-mail: eurohostel@eurohostel.fi
www: <http://www.eurohostel.fi>
Price: for students 20,30–35.40 €
Breakfast: 7,20 € (buffet breakfast), possibility to use kitchen

Hostel Erottajanpuisto

Address: Uudenmaankatu 9
Telephone: +358-9-642 169
Fax: +358-9-680 2757
E-mail: info@erottajanpuisto.com
www: <http://www.erottajanpuisto.com>
Price: 25.00–50.00 €
Breakfast: 6 €

Hostel Mekka

Address: Vuorikatu 8
Telephone: +358-9-630 265
Fax: +358-9-260 9056
E-mail: info@hostelmekka.com
www: <http://www.hostelmekka.com>
Price: 27.00-50.00 €
Breakfast: 5 €

Omenahotelli

Address: Eerikinkatu 24
Telephone: +358 600 18018
(Mon-Fri 9.00-16.00, payment 1,97 e/min + local telephone charge)
E-mail: info@omena.com
www: <http://www.omena.com/frontpage>
Price: from 36 €
Breakfast: 5,80 €

Kongressikoti

Address: Snellmaninkatu 15 A 10
Telephone: +358-9-135 6839
Fax: +358-9-728 6947
E-mail: info@kongressikoti.com
www: <http://www.kongressikoti.com>
Price: from 46-56 €
Breakfast: No breakfast, possibility to use kitchen

Hotel Fenno

Address: Kaarlenkatu 7
Telephone: +358-9-774 980
Fax: +358-9-701 6889
E-mail: reception@hotelfenno.fi
www: <http://www.hotelfenno.fi/>
Price: 50.00–88.00 €
Breakfast: included (buffet breakfast)

Private Hotel Bed and Breakfast

Address: Tempelkatu 4 B
Telephone: +358-400-318 427
E-mail: hotel_bb@welho.com
Price: 50.00–100.00 €
Breakfast: included

Matkamajoitus

Address: Lönnrotinkatu 16 D
Telephone: +358-9 5861234 (14.00-18.00)
E-mail: info@matkamajoitus.fi
www: <http://www.matkamajoitus.fi>
Price: 85.00-105.00 €
Breakfast: No breakfast

Hotel Helka (close to the R-building)

Address: Pohjoinen Rautatiekatu 23
Telephone: +358-9-613 580
Fax: +358-9-441 087
E-mail: reservations@helka.fi
www: <http://www.helka.fi/>
Price: 94.00–142.00 €
Breakfast: included

Scandic Hotel Continental (close to the T-building)

Address: Mannerheimintie 46
Telephone: +358-9-47 371
Fax: +358-9-4737 2211
E-mail: continentalhelsinki@scandic-hotels.com
www: http://www.helsinki-hotels.net/scand_contin-info.htm
Price: 116.00–140.00 €
Breakfast: included

5. RESIDENCE PERMIT AND VISA

Citizens of the Nordic countries do not need a residence permit or a visa.

Citizens of the EU-countries only need to register at the local police if they stay in Finland for more than three months. A student needs to demonstrate how she or he will cover the living expenses while studying in Finland. Usually a certificate of a scholarship or other funding is enough and no security deposit is required from EU-citizens. EU-citizens do not need a visa.

Students who are not citizens of the EU usually need both a visa and a residence permit and they need to apply for them before arriving in Finland. 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.

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 diplomatic mission

NB! Third-country 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 euros. (*Third-country national* means any person who is not a citizen of the European Union or a citizen of Norway, Iceland, Liechtenstein or Switzerland).

More information can be found on the website of the Finnish Immigration Service: www.migri.fi

After your arrival in Helsinki

1. Students from the Nordic countries

Nordic citizens do not need a residence permit. All you need to do is to register at the local Register Office (in Finnish: "maistraatti"). In Helsinki the Maistraatti is situated at Albertinkatu 25 (by tram number 6, get off at Aleksanterin teatteri).

2. Students from within the European Union or equivalent persons

First to local POLIISI

EU citizens and equivalent persons do not need a residence permit, but you must register your right to reside in Finland if your stay lasts for longer than three months.

International students, who live in Helsinki, shall take the local train "I" or "K" to *Malmi police station*, (close to Malmi railway station, address: Viljatie 2B), and bring:

- the passport
- passport-size photo
- 40 €
- a certificate of attendance at the Sibelius Academy.

Then to MAISTRAATTI (Local Register Office)

From Police you will receive a certificate, with which you should then go to the local *Register Office (Maistraatti)* and fill in a registration form. Please have your passport and the certificate from the police with you at the Register Office.

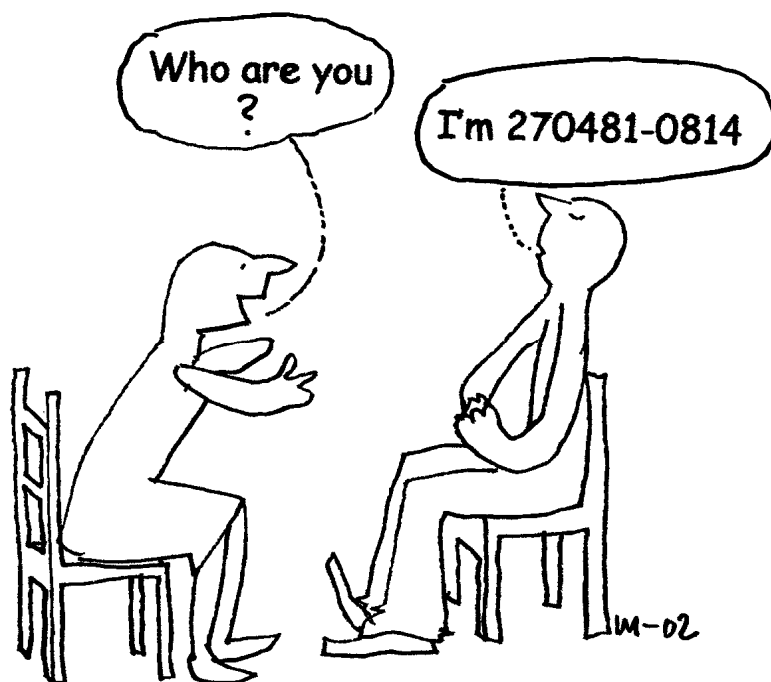
3. Students from outside EU and EEA

When arriving in Finland you should already have a residence permit. If not, you need to go to the *Finnish Immigration Service (Maahanmuuttovirasto, www.migri.fi)*, at Lautatarhankatu 10 (close to Sörnäinen metro station). The customer service is open Mon–Fri at 9.00 - 15.00, tel. +358 9 873 3400.

After that you should go to the *Register Office (Maistraatti)* and fill in a registration form. You need to bring with you to the Register Office your passport and your residence permit.

You have to renew your residence permit once a year. You can renew the permit at the *Malmi* police station. In order to renew the residence permit you must prove that your studies have proceeded as planned and bring

- the passport
- passport-size photo
- 55 €
- a transcript of records and a letter of attendance from the Sibelius Academy
- proof of your ability to cover your living expenses while in Finland
- proof of your comprehensive health insurance cover



6. HEALTH CARE AND INSURANCE

Student health care

The members of the Student Union are entitled to use the services offered by the Student Health Care Centre (in Finnish: YTHS). Please note that the membership does not cover any emergency or hospital treatment.

FSHS - FINNISH STUDENT HEALTH SERVICE

YTHS – Ylioppilaiden Terveystieteidenkeskus

The Finnish Student Health Service (FSHS) provides preventive health care, medical care, mental health care and oral health care for students enrolled at universities and tertiary-level science and art schools. FSHS is a nationwide organisation with offices in 16 Finnish cities. FSHS is financed by the Social Insurance Institution of Finland, the student unions, municipalities and the Finnish government. FSHS is a non-profit organisation.

In order to have access to the FSHS services, you must be **a Student Union (HYY) member**. Also in order to use the services of FSHS, you must have **a valid Lyyra card** (Student Union ID card) with you.

There is a variety of medical aid and health care services including dental services available at the FSHS health centres with the exception of hospital treatment. Our services are available on weekdays during office hours. See the FSHS Web site at <http://www.fshs.fi> for more information.

Emergency care is available at municipal health centres and at hospitals. In the event of an accident or emergency, you should first seek help from a municipal health centre nearest to you.

FSHS Töölö
Töölönkatu 37 A
00260 Helsinki
Tel. 046 710 1000 (switch)
<http://www.fhsh.fi>

SERVICE NUMBERS (on weekdays Mon-Fri) in FSHS Töölö

General medical services

Consultation and appointments with a physician and a public health nurse 8.00 – 12.00 a.m. tel. 046 710 1027.

Public Health Nurse's Consultation Telephone 8.00 – 12.00 a.m. tel. 046 710 1026.

In the event of **sudden illness** you may see a nurse without any appointment time on 2nd floor in Töölö FSHS 8.00 – 10.30 a.m. (tel. 046 710 1026)

Physiotherapy for consultation and appointments 11.00 – 12.00 a.m. tel. 046 710 1503

Patient Office in Töölö FSHS is open 8.00 a.m. – 3.30 p.m. 2nd floor (repeat prescriptions and pick up, certificate pick up, booking check-up times)

Please **cancel** your appointment **at the latest a day before** the appointment through our answering machine tel. 046 710 1028 or using the form at <http://www.fshs.fi/cancelling>.

Oral health care

Appointments 8.00 a.m.- 2.00 p.m. tel. 046 710 1032

Consultation 8.00 – 11.00 a.m. tel. 046 710 1033

In case of acute treatment please call at 8.00 a.m. tel. 046 710 1032.

Please **cancel** your appointment **at latest a day before** the appointment through our answering machine tel. 046 710 1034 or using the form at <http://www.fshs.fi/cancelling>.

Mental health care

First appointment to mental counselling, psychiatrist or psychotherapy 9.00 – 11.00 a.m. tel. 046 710 1029

Cancellations and other contacts 8.00 a.m. – 3.00 p.m. tel. 046 710 1030.

New address from August 2,2009 Pohjoinen Rautatienkatu 21, 4th and 5th floor (Kamppi). See more information on our web site.

During the summer

See the FSHS Web site at for more information about our services at summer time.

IF YOU STUDY AT VIKKI CAMPUS AREA

You may also use FSHS Viikki, Koetilantie 1, 00790 Helsinki. Opening hours Mon – Fri 8.00 a.m. – 3.00 p.m. Appointments 8.00-9.00 a.m. tel. 046 710 1040.

CONSULTATION FEES

In addition to the health care fee that entitles a student to use the services of the FSHS, patients are charged small fees for consultations and treatment:

Consultation with a public health nurse or a general practitioner - free of charge

X-ray examinations, laboratory tests, basic vaccinations and inoculations, medical examinations and mental health first counselling period (1-5 times) - free of charge. (Special vaccinations or inoculations needed for travel are **NOT** free of charge.)

Consultation with a specialist 4.50 €

Consultation with a psychologist and psychiatrist after the first counselling period 4.00 €

Group treatment 4,50 €

Dentist 7.00 € (20 minutes)

Oral hygienist 4.50 € (30 minutes)

Please note that **the consultation fee will also be charged, if you do not cancel your appointment in advance.**

For an un-cancelled appointment the appointment fee + a fee of 15,00 € is charged. The fee 15€ is charged also when the appointment is free of charge.

You will be charged 5.00 euro extra, in case we have to send you an invoice for an unpaid consultation or treatment fee.

APPOINTMENT CANCELLING

If you cannot keep your appointment time, please cancel it as soon as possible. The appointment you have cancelled can be given to another student, who may need it urgently.

Please cancel your appointment in advance using the form at <http://www.fshs.fi/cancelling> or through our answering machine. Give the automatic answering service the following information: your name, date of birth, date and time of the appointment and name of your nurse/physician/dentist.

FIRST YEAR DEGREE STUDENTS

Health check-ups for first year degree students: You will receive an information letter by e-mail during your first academic year.

Dental check-ups: You will receive an information letter by e-mail during the first academic year

Consultation for International Students with a Public Health Nurse by telephone Mon–Fri 12.00 - 12.30 p.m. :

Ms Eija Rautiainen tel. 046 710 1537 or e-mail eija.rautiainen@yths.fi or

Ms Armi Malmström tel 046 710 1256 or e-mail armi.malmstrom@yths.fi

Please note that our medical personnel do not read their e-mail during their holidays.

If you need to contact us in an urgent issue, please do it by telephone.

STD (SEXUALLY TRANSMITTED DISEASES)

A physician or a public health nurse will provide a referral for some STD tests and an HIV infection test performed free of charge by the health centre laboratory. See also Health Issues on FSHS Web site.

FSHS HEALTH CENTRES

It is important to remember that, after having paid the health care fee, you are entitled to use the **services of all FSHS health centres in Finland**, regardless of where you live and study. Remember to take your Lyyra card with you. This is especially convenient on the vacation periods, when students may be staying quite far from their regular place of residence. Contact information of the other FSHS health centres can be found at FSHS Web site.

WHEN FSHS HEALTH CENTRE IS CLOSED

Should you require acute treatment when the FSHS health centre of 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 in every day of the year. Service costs the price of a normal telephone call.

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.

Psychological Counsellor and University Chaplain

Psychologist Ilona Rauhala and University Chaplain offer their services to Sibelius Academy staff and students. Conversations with them are confidential and free of charge.

With Ilona you can for example discuss your goals and choices in your studies or issues like coping with your workload. You do not need to be in a big crisis to come and talk to Ilona, a need to speak is enough. Make an appointment by sending email to psykologi@ilonarauhala.fi.

With the chaplain you can talk about anything between heaven and earth: joy, longing, sorrow or happiness as well as everyday life. The chaplain's contact information will be announced later.

National Health Insurance

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

EU and EEA citizens 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 for the duration of their stay in Finland.

Third-country nationals (=persons who are not a citizens of the European Union or Norway, Iceland, Liechtenstein or Switzerland) 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 euros (cost level in 2007).
- 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 euros (cost level in 2007).

More information: www.migri.fi



National drink is milk.

7. ARRIVING IN FINLAND

Arrival

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

The Finnair City Bus leaves outside the International flights terminal T-2 from platform 10 every 20 minutes from 5.45 a.m. to 01.10 a.m. The ticket costs 5.90 €. The bus goes to Helsinki city centre and passes the Sibelius Academy T-building (bus stop Hotel Scandic Continental). For timetable, please see:

http://www.iworld2008.fi/images_and_logos/Finnair%20bus.pdf

Bus number 615 leaves outside the terminal T-2, from platform 21. The ticket costs 4,00 €. For timetable, please see: <http://aikataulut.ytv.fi/linjat/en/s615.html>

Orientation days

The obligatory orientation days for the new international and exchange students is organised on September 2, 3 and 4, 2009 in T-building. The days are designed to help in adjusting to studying and living in Finland. During these days you will meet the other international students as well as tutoring students and staff members. You will receive important information about enrolment and your studies at the Sibelius Academy. A Helsinki sightseeing and a welcome party is also included. Do not miss it!

8. TRANSPORTATION AND TRAVELLING

Local traffic

Helsinki city transportation

Helsinki has an efficient network of buses, trams, local trains, metro and 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 and ticket machines.

Personal **Travel Cards** and tourist cards are available at the City Transport offices. International students are only entitled to the student discount if they are registered as *permanent* residents in the Helsinki region. If you are registered in Helsinki as a *temporary resident*, you are bound to pay the full price.

The Travel Card itself costs 9 €. 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 normal adult price for a period of 30 days in Helsinki costs 42,80 €. Travel cards can also be loaded at R-kiosks marked with the HKL logo.

Ticket prices in 2009

<u>Internal municipality zones:</u>		<u>Regional tickets valid in the metropolitan area:</u>	
Helsinki single ticket	2.20	<u>Helsinki, Espoo, Vantaa, Kauniainen:</u>	
Espoo single ticket	2.50	Single regional ticket	4.00
Vantaa single ticket	2.50	1 day tourist ticket	12.00
1 day tourist ticket	6.00	3 day tourist ticket	24.00
3 day tourist ticket	12.00	5 day tourist ticket	36.00
5 day tourist ticket	18.00		

The Helsinki City Transport, HKL (<http://www.hel.fi/HKL>) has offices at the underground stations:

- Rautatientori metro station, tel. 09-310 12345, open Mon–Thu at 7.30–19, Fri at 7.30–17, Sat 10–15
- Itäkeskus metro station, tel. 09-310 12345, open Mon–Fri at 10–17.15

Travelling in Finland

The Student Union of Sibelius Academy organises a bus trip to Lapland each year in March. The trip is a very affordable and fun way to get to know Finland outside the capital area. During the trip it is possible to experience skiing, reindeer riding, sledging, sauna etc. Student union will inform about the trip through exchange-list, Saymaa and Äänenkuljettaja in the beginning of year.

Finland has an efficient system of long-distance transportation. Bus and train routes cover virtually all of the country. The Student Union (Lyyra) Card gives a 50 per cent discount on trains and long-distance buses if your studies last at least 8 months in Finland.

For information on long-distance buses, contact Oy Matkahuolto Ab.

<http://www.matkahuolto.fi>

Tel. 0200 4000 (fee 1.50 €/min + local call charge), Mon–Sat at 7–21, Sun at 8–21

For information on trains contact VR Group (The Finnish Railways)
<http://www.vr.fi>, Tel. 0600 41 900 (fee 1.00 €/min + lcc)

For information on domestic flights contact Oy Finnair Ab
<http://www.finnair.com>, tel. 0600 140 140 (fee 3.04 €/call + lcc)

Student travel agency: Kilroy Travels

Kilroy Travels provides a complete range of travel services for young people and students for domestic and international travels.

Address: Kaivokatu 10 D, 00100 Helsinki
<http://www.kilroytravels.com>, tel. 0203 545 769

Tourist offices in Helsinki

City Tourist Office

<http://www.hel.fi/tourism>
Pohjoisesplanadi 19
Tel. 09-3101 3300

Finnish Tourist Board

(= Matkailun edistämiskeskus MEK)
<http://www.mek.fi/> and
<http://www.visitfinland.com>
Töölönkatu 11
Tel. 010 6058 000

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 and Estonia and Sweden. Some of the companies also have student prices.

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. Check in advance whether you will need a visa in order to enter Estonia.

Tallink operates both regular ferries, which make cruises to Tallinn, and catamarans, with which the trip takes a shorter time.

Tallink Finland Tel. 0600 15700

There are also two lines having only catamarans. The catamarans don't run in strong wind, but they usually run as scheduled during the summer.

Nordic Jet Line, tel. 0600 01 655, <http://www.njl.fi>

Linda Line, tel. 0600 066 8970, <http://www.lindaline.fi>

Silja Line (see below) also has ferries to Tallinn.

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, tel. 0600 174 552, <http://www.silja.fi>
- Viking Line, tel. 0600 41577, <http://www.vikingline.fi>

Russia

There are trains daily to St Petersburg, Moscow and Vyborg. For more information contact VR (www.vr.fi).

On travelling and package holidays etc. to Russia, please contact:

Finnsov tours

Mon - Fri 9.00–17

Tel. 09 436 6960

Fax. 09 436 69620

Email: tours@finnsov.fi

<http://www.finnsov.fi>

9. GENERAL PRACTICAL INFORMATION

Important phone numbers

- **General emergency number** **112**
- **Telephone health service (24h)** **09-10023**
- **Student Health Service (YTHS)** **046 710 1000**
- 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
- Yellow Line Airport Taxi 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 change money at the airport.

You can also withdraw cash with major credit cards from the numerous ATM machines (OTTO) around the 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 and a student certificate from the Sibelius Academy.

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.

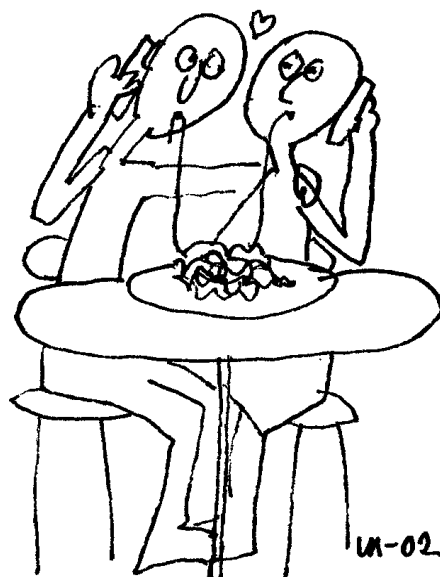
Telephones (Puhelin)

As more than 90 percent of 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) + area code without the first zero + phone number
- To call abroad from Helsinki, please dial:
990 or 999 or 994 + 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

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, tel. 09 - 2538 5300, 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 at 7–24.

Public Holidays 2009 - 2010

- | | |
|---------------------------|------------------------|
| • All Saints' Day* | October 31 (Saturday) |
| • Independence Day | December 6 (Sunday) |
| • Christmas Day | December 25 (Friday) |
| • Boxing Day | December 26 (Saturday) |
| • New Year's Day | January 1 (Friday) |
| • Epiphany | January 6 (Wednesday) |
| • Good Friday * | April 2 |
| • Easter Monday * | April 5 |
| • May Day (vappu/valborg) | May 1 (Saturday) |
| • Ascension Day * | May 13 (Thursday) |
| • WhitSunday * | May 23 (Sunday) |
| • Midsummer Day * | June 26 (Saturday) |

* the date varies yearly

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.

- Local grocery shops are usually open between 9.00-21.00 Monday to Friday and 9.00-18.00 on Saturdays. Small grocery shops can also be open on Sundays between 12.00–21.00. During summertime and December all shops are allowed to be open on Sundays between 12.00-21.00.

- 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 are Sokos, Stockmann, Kamppi, Forum Shopping Centre, Senate 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. There are separate areas reserved for smokers in pubs and restaurants.

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.

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 at Keskuskatu 1 (opposite the Stockmann department store). Foreign newspapers can also be bought at the Central Railway Station.

Movies, Theatre, Opera and Concerts

Generally, movies have the original language audio with Finnish and/or Swedish subtitles. In Finland, only children's movies 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, www.lippupiste.fi
Tel. 0600 900 900 (1.75 euro/min + local call charge)

Lippupalvelu, 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 all debuts, orchestra and choir concerts as well as concerts given by teachers or students and concerts arranged in cooperation with cultural establishments outside Sibelius Academy (art galleries, museums etc.). A brochure giving details of these concerts is published in the beginning of each semester and it is available in each Academy building. The students at 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.

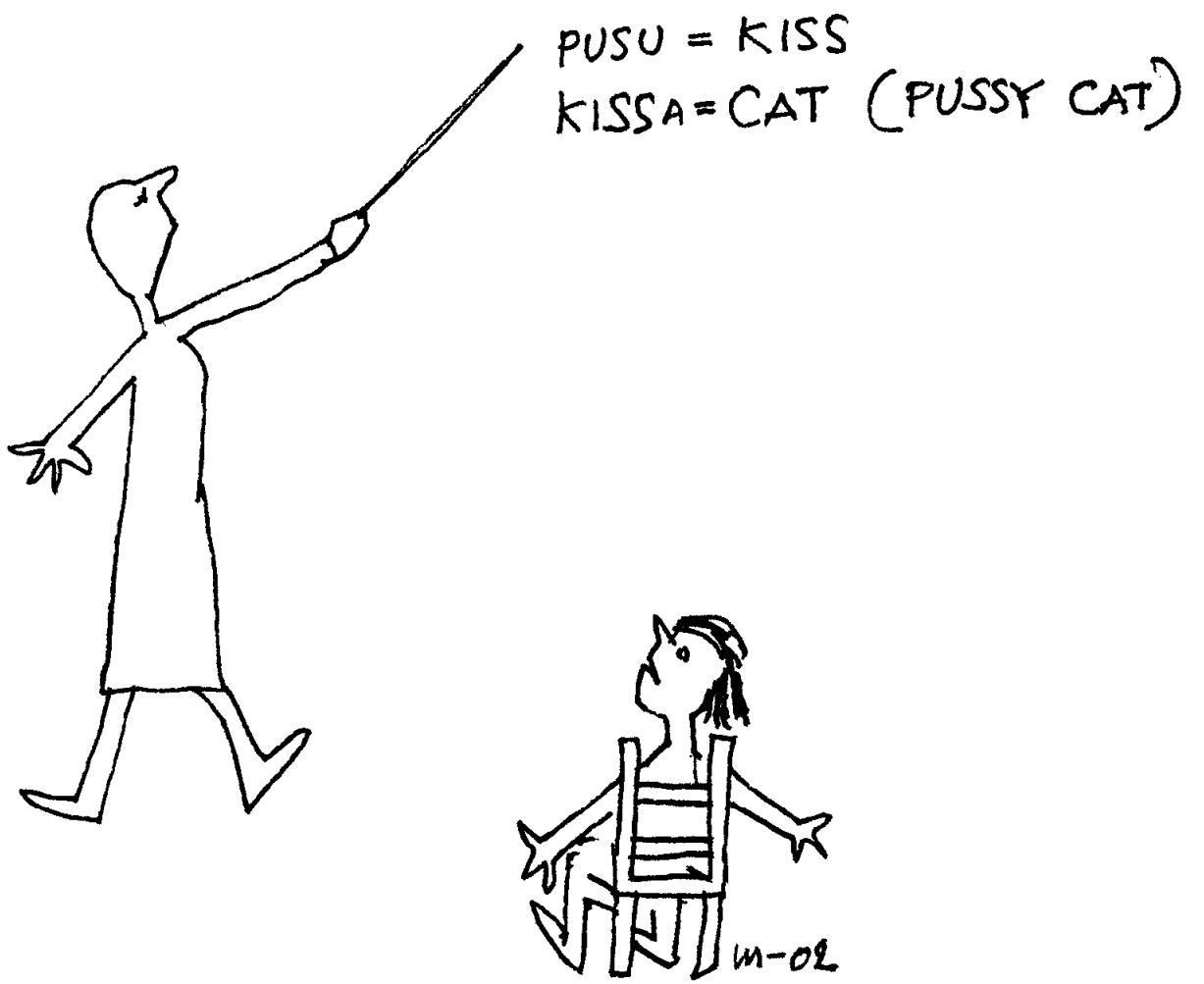
Useful Links for additional information

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

- Virtual Finland (of the Ministry for Foreign Affairs)
<http://virtual.finland.fi/>
- City of Helsinki
<http://www.hel.fi/>
- Weather Service Finland
<http://www.weather.fi/>
- Discover Finland
<http://finland.cimo.fi/>
- Visit Finland
<http://www.visitfinland.com>
- Learn Finnish language on the web:
<http://uuno.tamk.fi/>

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 are 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
pretty	kaunis
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	baari / kapakka
home	koti
number	numero
mobile phone	kännykkä/matkapuhelin



Short course in Finnish language

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