

Erasmus+ Student Study Guide 2024



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1 Welcome!

This guide contains summarized information on matters you will need both before your studies begin and during your studies. During your studies, information included in the guide is also available on the intranet that contains more detailed information intended for students.

Welcome to your studies at Police University College!



Important contacts

Information for exchange students: erasmus@polamk.fi

Erasmus+ coordinator

Jatta Mäntylä

jatta.mantyla@polamk.fi

Postal address: PL 123 (Vaajakatu 2), FI-33721 Tampere, Finland

2 Visa or Student Residence Permit

For up-to-date information on entry to Finland, please see the website of Finnish Immigration Service.

Foreign nationals must generally register their right of residence in Finland but the ways to do this depends on their country of origin.

The citizens of the Nordic countries do not need a visa or residence permit to study in Finland.

2.1 EU/EEA Nationals

EU and EEA nationals and non-EU nationals with a comparable status (Liechtenstein, Switzerland) do not need a visa nor a residence permit. However, they need to register their right of residence with Finnish Immigration Service service point if they stay in Finland for more

than 90 days. The registration costs 49 €. The Finnish Immigration Service service point handles the registration, except for Nordic nationals, who are registered at the Digital and Population Data Services Agency (DVV). It is a good idea to register as soon as possible after arriving in Finland. You need to make an appointment for the registration. A written certificate of registration will be given once the authorities have confirmed that the requirements for the registration are met.

[Service point of the Finnish Immigration Service](#) ¹

Address: Tekniikankatu 1, 33720 Tampere

Open: Monday–Wednesday and Friday 8:00–16:15. Closed on Thursdays.

[To the appointment system of the Finnish Immigration Service](#) ²

[Digital and Population Data Services Agency, Tampere](#) ³

Address: Hatanpään valtatie 36, 33100 Tampere

Open: Monday - Friday 9:00–15:00.

[To the appointment system of the Digital and Population Data Services Agency](#) ⁴

2.2 Non-EU nationals

Citizens of non-EU countries have to apply for their Visa or Residence Permit from the Finnish Embassy in or closest to their home country prior to arriving in Finland.

Please contact erasmus@polamk.fi for more information. More information also at [Finnish Immigration Service](#) ⁵.

2.3 Finnish Personal Identity Code

All exchange students need a Finnish personal identity code. EU/EEA nationals can obtain it from the Digital and Population Data Services Agency. The request for the identity code may also be filed when registering one's right of residence as an EU citizen at the Finnish Immigration Service service point (see above). Once you have been granted the personal identity code, you must present this document together with your passport/identity card at Polamk.

Finnish personal identity code is needed for the student register and for the national data warehouse in higher education (Virta). It is also needed as a means of identification in a variety of situations, for example, banks and hospitals.

Read more about the Personal Identity Code and the significance of a home municipality on the website [Digital and Population Data Services Agency](#) ⁶.

Contact information:

¹ <https://migri.fi/en/service-points>

² <https://migri.vihta.com/public/migri/#/home>

³ <https://dvv.fi/en/tampere-en>

⁴ <https://isl.ajanvaraus.fi/frontend>

⁵ http://www.migri.fi/studying_in_finland

⁶ <https://dvv.fi/en/foreigner-registration>

Digital and Population Data Services Agency, Tampere

Street address: Hatanpään valtatie 36

Tel: +358 29 553 9431

Office hours: Mon-Fri 9:00–15:00

[To the website of Digital and Population Data Services Agency, Tampere](#) ⁷

3 Travel and Health Insurance

3.1 EU Health Insurance Card

Citizens of EU and EEA countries are required to have an EU Health Insurance Card from their home countries prior to coming to Finland. By presenting your European Health Insurance Card, you will receive necessary acute medical treatment in public hospitals/clinics on the same terms as the local residents. Cards are issued by one's national health insurance provider. A person without any type of insurance card has to cover the costs of public health care services themselves.

Students coming from any of the Nordic countries are entitled to health care services according to the Nordic Social Security Agreement. Finland has social security agreements with some other countries as well. For more information, please see the website of the [Social Insurance Institution of Finland \(Kela\)](#) ⁸.

3.2 Additional Health Insurance

Because the EU Health Insurance Card is not sufficient for non-acute medical treatment, Polamk highly recommends that all exchange students take a personal travel and health insurance, covering at least acute illnesses and accidents, before departure to Finland. If you need to consult private doctors or must be hospitalised, health care can be very expensive: the hospital bill can easily be several hundreds or thousands of euros.

If you do not have a European Health Insurance Card, a relevant valid document nor an insurance policy, you will be charged full costs for the services (the actual expense of the medical care).

Health insurance is also highly recommended to EU/EEA nationals as Finnish national medical insurance does not cover, for example, the costs of possible repatriation. Polamk is not responsible for any medical charges incurred by its students.

Further information on insurances is available on the website of [Finnish Immigration Services](#) ⁹.

3.3 Non-EU/EEA Nationals

Please contact erasmus@polamk.fi for further information.

⁷ <https://dvv.fi/en/tampere-en>

⁸ <http://www.kela.fi/web/en/from-other-countries-to-finland-social-security-agreements>

⁹ <https://migri.fi/en/insurance>

4 Student Accommodation

4.1 Residing on campus

The Police University College is offering students shared flats for rent. Exchange students arriving in August 2024 are advised about campus housing rental after the selection is completed. In August, a limited number of shared flats become available for rent in the hall of residence.

Each resident in a shared flat has a room of his/her own in addition to the common facilities for use. The room, about 11 square meters in size, is pre-furnished (bed, work surface, two chairs and closet space).

As common facilities, the shared flat has a furnished kitchen (without dishes) and a lounge area. On the top floor of the building, there is a sauna area and recreation room. Residents also have a laundry room and outdoor equipment storage facility at their disposal.

The Polamk campus is a closed area. Visitors to the flats are permitted, but always under the responsibility of the householder.

The monthly rental payment is EUR 330. The rent includes electricity, heating and water utilities as well as Wi-Fi use. The rent is paid by debit or credit card.

Contact Information:

The Housing Unit of Police University College

majoitus.polamk@poliisi.fi

Tel. +358 295 483621

4.2 Tampere Student Housing Foundation (TOAS)

TOAS offers high-quality dorm rooms at a student-friendly price including free internet.

TOAS has an electronic application on their web page. Rooms are rented out on a first-come, first-served basis depending on the availability of rooms. The cost of a shared flat is approximately 250–300 €/person/month.

Polamk exchange students need to apply with the [Regular Application Process](#)¹⁰ for a shared, furnished apartment at Mikontalo. Apply as soon as you have your acceptance letter!

[Tampere Student Housing Foundation website](#)¹¹

4.3 Other housing opportunities

[Opiskelijan Tampere](#)¹² is a non-profit organisation providing accommodation for students studying in Tampere during an exchange period.

¹⁰ <https://toas.fi/en/applying-for-an-apartment/>

¹¹ <https://toas.fi/en>

¹² <https://www.opiskelijantampere.fi/en/4/apartments/>

Housing Anywhere is an international student housing platform. On the platform you can search and book rooms offered by our outgoing students, as well as other rooms listed by verified private landlords in our city.

You may also look for a room through other sources: internet (e.g. Asuntohelpi), private housing companies (e.g. VVO) or private persons. The cost of a private flat is approximately 450 €–1000 €/month.

5 Arriving in Tampere

Inform the Erasmus coordinator (erasmus@polamk.fi) and your tutor of your arrival date, time and place in advance.

You have several options of reaching Tampere:

From Tampere Airport

Many international airlines fly directly to Tampere-Pirkkala airport (Terminal 1). The airport is located 15 km from the city centre.

A taxi to the city centre or student flats costs appr. 40 €. [Buses \(4,50 €\) from the airport](#) to the city run once an hour ¹³. You can pay the ticket [with contactless payment](#) ¹⁴.

From Helsinki Airport

Flights to Tampere are often expensive, so if you decide to fly to Helsinki, the easiest way to get to Tampere is to take a bus or a train directly from the airport to Tampere Bus Station or Railway Station.

Buses depart about once an hour. It takes 2–3 hours to reach Tampere. The bus arrives at the Tampere Bus Station in Tampere city centre. For timetables, see [Matkahuolto](#) ¹⁵.

Train station at the airport is located on the corridor between terminals 1 and 2, on the same level with the arrival halls. Take notice that tickets cannot be bought on the train but online or from a ticket machine at the station. More information, timetables and tickets at [VR website](#) ¹⁶.

¹³ <https://www.nysse.fi/en/airport.html>

¹⁴ <https://www.nysse.fi/en/tickets-and-fares/contactless-payment.html>

¹⁵ <https://matkahuolto.fi/en/>

¹⁶ <https://www.vr.fi/cs/vr/en/frontpage>

6 Arriving at Polamk

Police University College is located in Hervanta, about eight kilometers south of the center of Tampere. The entrance to Police University College is on the Vaajakatu side.

On the first day, registration takes place at the reception in the main entrance hall in building A. Enough time should be reserved for registration as everyone's identity is checked.



Figure 1 Police University College campus map

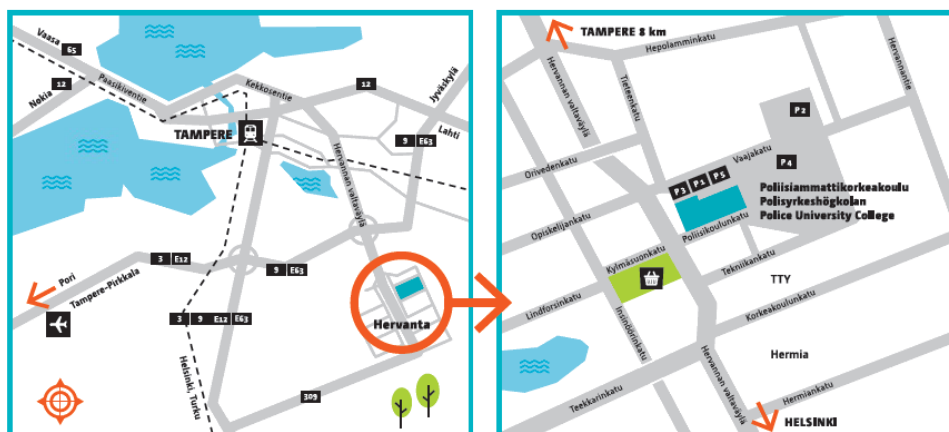


Figure 2 Location of Hervanta and Police University College on a map

There are several bus lines and a tram line between the center of Tampere and Hervanta.

7 Studying at Police University College

7.1 Courses available for exchange students

Course catalogue for exchange students is published at Polamk website. Students are recommended to take minimum 20 ECTS of courses during their study period. Teaching schedules are planned so that a student can study all available courses within the study period. The language of instruction is English.

Exchange students mainly attend courses together with full-time degree students. In addition, there are some courses for exchange students only. The detailed timetables (with course days, times, names of teachers, classrooms, etc.) and all instructions will be given during the Exchange Student Orientation Week. Learning Agreements are tentative until the approval of a student to a course.

There are no exam weeks or months at Polamk. The mid-term and/or final exams are usually arranged during the course. The teachers will announce their exam dates at the beginning of the course.

If a student needs to take a full load of 30 ECTS during the semester, those students have a possibility to choose some studies from cross-institutional studies of Tampere University and Tampere University of Applied Sciences. Those studies will have to be planned in cooperation with the Polamk coordinator once next Autumn's study offers are public in June. The details and instructions for the cross-institutional studies are forthcoming.

Curricula, implementation plans (information related to the implementation of teaching) and schedules are available in the study administration system, in which students will receive access rights at the beginning of studies. The curriculum is also available on the website of Police University College.

7.2 Orientation week

Studies begin with an orientation week that contains important information for new students. On the first day, registration takes place at the reception in the main entrance hall in building A. Enough time should be reserved for registration as everyone's identity is checked.

A detailed program of orientation studies is distributed to students on the first day.

During the first couple of days, students will also receive a user ID and a short user guidance to the information systems used at Police University College. In order to login to the college network, students will receive a user ID and a personal student email account.

7.3 Schedule of the academic year

Polamk's academic year is divided into two semesters and four periods.

¹⁷ <https://www.nysse.fi/en/schedules-and-routes.html>

Autumn Semester 2024

- Period 1: 5 August–13 October 2024
- Period 2: 14 October–22 December 2024

Spring Semester 2025

- Period 1: 7 January–23 March 2025
- Period 2: 24 March–22 June 2025

Exchange students have different semester dates from the above:

Autumn Semester: 27 August–13 December 2024

National holidays Autumn 2024

All Saint's Day: November 2th

Independence Day: December 6th

7.4 Grading system

At Polamk, the scope of studies is indicated in [ECTS credits](#)¹⁸. The grading scale is 1-5 or pass/fail. The "pass" grade does not have a numerical equivalent.

Table 1 Grading scales

Local grade	Definition	ECTS Grade
5	excellent	A
4	good	B
3	good	C
2	satisfactory	D
1	satisfactory	E
0 / HYL	fail	F / FX
HYV / PASS	pass	No grading scale. Course is evaluated only on pass/fail basis and cannot be graded.

7.5 Online studies

An online learning environment Moodle is used at Police University College. In addition, various virtual simulation environments are used in teaching.

In principle, all courses have a separate workspace in Moodle. The workspace contains, for example, material related to courses, learning assignments and reference materials. Through

¹⁸ http://ec.europa.eu/education/ects/users-guide/index_en.htm

Moodle, teachers can also give feedback on performance during a course and guide students' independent work (alone or in small groups). In addition, video conference software Teams is used in teaching at Police University College as well as in the anti-plagiarism software Ouriginal, a video sharing service and various social media tools.

7.6 Conduct and dress code

The code of conduct of Police University College regulates the conduct of students of Police University College.

When a student is in the area of Police University College, they must always have their photo identification card visible, including during weekends and evenings.

Finnish degree students must wear a police uniform while participating in training. If an exchange student wears a police uniform at their home institution, they can also wear it during their studies at Polamk if they wish to, provided that they have permission from their home institution. A uniform may only be used in the area of Police University College. Carrying equipment for applying force is not allowed.

7.7 Professional secrecy and prohibition of the use of information

A student of Police University College may not share the confidential content or information in a document that is marked as confidential in the document. Nor may they disclose any other piece of information they have obtained in connection with the education that is covered by professional secrecy. Professional secrecy applies to, for example, information stored in the information systems of the police and the tactical and technical methods of the police.

Information covered by professional secrecy may not be disclosed after the education or operation in an official duty has ended. A student at Police University College may not use confidential information for their own benefit or that of another or to harm another person.

8 Services for students

8.1 Library and information services

The library is located in the main building of Police University College. Its primary task is to support studying and research and development in the police sector. The library contains versatile materials and facilities for both studying and leisure time.

In addition to a print collection, the library also offers a versatile e-collection. The databases of all collections are available on the library's Intranet website.

In addition, the library contains computers both in the security and college network, group work and other working facilities, and a quiet space for reading.

All students are welcome to use the library. Students can obtain a library card from the library customer service. Customer service is open on weekdays. When the library is closed, you can access the library with a keycard between 6:30–21:00.

8.2 Information management and user support

There is a centralized Asiakastuki user support service at Police University College. Students can contact the Asiakastuki directly in matters related to ICT support and service requests. The Asiakastuki can be reached by phone at 029 579 0300 and by email at asiakastuki@tuve.fi.

8.3 Computers

Computer classes and facilities for independent working at Police University College can be used for studying when they are not being used for teaching purposes. Personal computers and mobile devices can also be used. Most facilities at Police University College have a wireless network.

8.4 Student health care

The City of Tampere provides health care services for higher education exchange students coming from EU or EEA countries and Switzerland. Exchange students are entitled to health care services through public health care. They have to prove their entitlement to public health care services.

Tullinkulma Student Health Care Centre will provide basic health care services for exchange students. The health care centre is located close to Tampere railway station and the city centre campus of Tampere University. To see a public health nurse or a doctor you need to book an appointment. Exchange students pay the same fees for the services as Finnish residents. It is recommended to take a medical expenses insurance as it covers more extensive medical treatment than public health care (e.g. dental care, longer treatment periods and repatriation).

Tullinkulma Student Health Care Centre will be closed in the evenings and on weekends, so if you need medical attention during such times, contact either a private clinic (remember the insurance) or municipal health services.

8.5 Student sports

The exercise facilities at Police University College contain a gym, a swimming hall, a wrestling hall and a separate exercise hall. Exercise facilities are also available to students in the evenings and on weekends (6:00–22:00).

Reservations for the exercise facilities are visible on the notice boards in the main building, the exercise hall and the dormitories. There is also a sports field, a soccer field and a one-kilometer track in the area of the college. The surrounding area is ideal for jogging, biking and cross-country skiing, for example.

The Student Union of Police University College organizes leisure activities related to sports (such as team sports and various competitions).

8.6 Meal subsidy and meals

Exchange students at Polamk are entitled to Kela's meal subsidy with which they will receive a discount on all Kela-subsidized restaurants. The meal can be purchased for the price including Kela's meal subsidy by presenting meal subsidy card at the cashier. The subsidy can be used

for only one meal (lunch or dinner) a day. Students will receive a Kela meal subsidy card during the first day of studies.

Miekkaleijona restaurant on campus serves breakfast, lunch, dinner and snacks during the day. The service hours and menus of the restaurant are available on the Intranet.