


ACADEMY OF FINLAND



MOBILE RESEARCHERS'
HANDBOOK -
WELCOME TO FINLAND


ACADEMY OF FINLAND
Tutkimuskeskus ja tutkimuslaitos

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Introduction: Welcome to Finland

About this Handbook

This handbook is a part of the Finnish Researcher's Mobility Portal, which is realized as a joint initiative of the European Commission and the 33 countries participating in the European Union's Sixth Framework Programme for Research. The national part - the Researcher's Mobility Portal Finland - aims to offer a well-functioning service system for researchers, providing structured information about research and job opportunities, practical, legal and administrative matters.

The Finnish Researcher's Mobility Portal has two slightly different dimensions, the international one, with links to the European portal, and the national one with links to relevant web sites in Finland. The site will provide information for foreign researchers coming to Finland, and for outgoing and returning researchers.

More general information can be found through the Research and Innovation web site of the European Union: <http://cordis.europa.eu/en/home.html>

The Academy of Finland funds a significant part of researcher mobility and is hence a good contact point for both Finnish and foreign researchers: <http://www.aka.fi/>

General Practical Information

This handbook provides general information about Finland, the society and hints and advice for everyday life together with contact details. Whether you are a foreign researcher planning a stay in Finland, a Finnish researcher going abroad or a researcher returning to Finland, the best way to find up-to-date information, help and advice through the www-links provided in the Finnish Researcher's Mobility Portal. All pages selected on the portal are in English. Here are some examples:

'Your Window on Finland' from the Ministry for Foreign Affairs of Finland offers a lot of information about Finland and links to other websites: <http://virtual.finland.fi/>

Public sector services in Finland -portal provides relevant information for everyday life: <http://www.suomi.fi/>

The Centre for International Mobility (CIMO) has a portal with useful links. CIMO also provides a website called Discover Finland which contains information about education, training and youth issues in Finland: <http://finland.cimo.fi/>

Embassies in Finland and Finnish embassies around the world can be found from the website of Ministry for Foreign Affairs of Finland: <http://www.formin.fi/english/>

CAISA, International Cultural Centre: http://kulttuuri.hel.fi/caisa/index_en.html

Your Europe Portal Practical information, useful addresses and links in 20 languages, all through one portal: <http://europa.eu.int/>



Local Contacts

The Finnish ERA-MORE Bridgehead Organizations

Academy of Finland
eracareers@aka.fi

TEKES (Finnish Agency for Technology and Innovation)
<http://www.tekes.fi/eng/contact/>

Universities' Contact Points

University of Helsinki
 Information for Visiting Teachers and Researchers: <http://www.helsinki.fi/english/intrel/resguide.html>

University of Helsinki's Guide For International Researchers and Visitors:
http://www.helsinki.fi/julkaisut/aineisto/hallinnon_julkaisu_26_06.pdf#search=%22%22guide%20for%20international%20researchers%20and%20visitors%22%22

Helsinki University of Technology: johanna.soderholm@tkk.fi

Helsinki School of Economics: hse.research@hse.fi

Lappeenranta University of Technology: anu.honkanen@lut.fi

Swedish School of Economics and Business Administration: researchmobility@hanken.fi

Tampere University of Technology: eila.hirvonen@tut.fi / pirjo.kuhanen@tut.fi
 Practical guidance: kirsi.schaumann@tut.fi

The Theater Academy of Finland: monica.andersson@teak.fi /
pentti.paavolainen@teak.fi / annette.arlander@teak.fi

Turku School of Economics and Business Administration: research@tukkk.fi

Åbo Akademi: ggardberg@abo.fi

University of Art and Design Helsinki: research@uiah.fi

University of Joensuu: research@joensuu.fi

University of Jyväskylä : turo@jyu.fi

University of Kuopio: anne-mari.alikoski@uku.fi

University of Lapland: Harri.Malinen@ulapland.fi

University of Oulu: elina.rossi@oulu.fi
 Guide for International Researchers: <http://www.oulu.fi/tupa/guide/>

University of Tampere: intoffice@uta.fi

University of Turku: heli.hurme@utu.fi

University of Vaasa: marita.niemela@uwasa.fi



Research Institutes' Contact Points

Centre for Metrology and Accreditation: heikki.isotalo@mikes.fi

Finnish Environment Institute (SYKE): era-more.syke@ymparisto.fi

Finnish Forest Research Institute: anne.luhtala@metla.fi

Finnish Game and Fisheries Research Institute: kirjaamo@rktl.fi

Finnish Institute of Marine Research: Maiju.Koivula@fimr.fi

Finnish Meteorological Institute: kirjaamo@fmi.fi

MTT Agrifood Research Finland: international@lists.mtt.fi

National Board of Antiquities: research.info@nba.fi Contact: Ms. Ulla Salmela

National Public Health Institute: info@ktl.fi

National Research and Development Centre for Welfare and Health: milla.roos@stakes.fi

Pellervo economic research institute: econ.res@ptt.fi

Radiation and Nuclear Safety Authority: tarja.ikaheimonen@stuk.fi

Research Institute for the Languages of Finland: tiedotus@kotus.fi

The Finnish Institute of International Affairs: pernilla.wasstrom@upi-fiia.fi

The Family Federation: ismo.soderling@vaestoliitto.fi

VTT Technical Research Centre of Finland: mobility@vtt.fi



Researchers Coming to Finland

What to Do Before Arriving in Finland

It is important that you leave enough time to complete all the necessary paper work and formalities: passport, visa (if required), residence permit, work permit, insurance issues and other permits you may need. Please note that depending on your country of origin, different regulations may apply.

For more information contact:

Ministry for Foreign Affairs of Finland:

<http://formin.finland.fi/public/default.aspx?culture=en-US&contentlan=2>

Directorate of Immigration: <http://www.uvi.fi/netcomm/Default.asp?language=EN>

Police License Services: http://www.poliisi.fi/poliisi/home.nsf/pages/index_eng

Required documents:

Passport or Official Identity Card

All foreigners except citizens of the Nordic countries need a valid passport for entering Finland. Citizens of the Nordic countries need an official identity card in order to prove their identity.

Visa

A visa is granted for a maximum period of three months. A visa cannot be extended in Finland and it must be applied for before departure to Finland in the country of permanent residence of the applicant.

Residence Permit

Nordic country citizens do not need a residence permit; however, they do need the internordiskt flyttningsbetyg (obtained from their home country). In Finland this document should then be taken to the local register office.

EU/EEA citizens and citizens of Switzerland need a residence permit if the intended stay is longer than three months. The place to apply for a residence permit (EU/EEA card) is the police department of the applicant's area of residence.

Non-EU/EEA country citizens intending to stay in Finland for a period longer than three months have to obtain a residence permit through the Finnish embassy or legation in their home country before arrival in Finland.



Work Permit

For regulation and issues concerning work permits please see:

- * Ministry for Foreign Affairs / work permits
- * Directorate of Immigration / working in Finland

Other Things to Consider

Please contact your Finnish host research organizations for:

- * Insurance issues
- * Housing and accommodation

What to Do After Arrival

The normal office hours in Finland are Mon - Fri 8.00 –16.15, though opening and closing times may vary and you are advised to check them with the office concerned.

Before visiting any of the below mentioned bureaus, please do consult them first for further information concerning the necessary documents in order to ensure you bring all the needed papers with you.

Notice of Moving and Registering at the Local Register Office

Within one week of your arrival in Finland you should make a notice of moving (muuttoilmoitus) either by filling out a form at a post office or at your Local Register Office (maistraatti).

If your intended stay in Finland is longer than a year you have to register at your local register office. Like the Finns, you will be registered in the Population Information System and you will get a personal identity number, which is needed for e.g. taxation. Together with your address information, having the personal identity number will make numerous other things easier to acquire; such as getting a mobile phone contract or opening a bank account.

Population Register Centre (Väestörekisterikeskus) offers more information:

<http://www.vaestorekisterikeskus.fi/>



Working and Legal Issues

Under the title Working and legal issues you can find information about visas, entry and residence permits, work permits, social security and taxation.

Ministry of Labor's FinnWork –web portal provides information for employers hiring foreigners and foreigners coming to work in Finland or already living in Finland. The portal includes information on the rules of working life, permits needed to work in Finland and the Finnish working culture as well as on concluding an employment contract, minimum wages, taxation and social security:

<http://www.mol.fi/finnwork>

Visas, Entry and Residence Permits

Ministry for Foreign Affairs of Finland: <http://forin.finland.fi/>
See information about visas under the bookmark labelled 'services'

Directorate of Immigration: <http://www.uvi.fi/netcomm/Default.asp?language=EN>
Residence in Finland (visas, residence permits, work permits, EU/EEA permits, information sheets etc.)

Immigration documents

Work Permits

Ministry of Labor's page contains information about work permits and job seeking.
http://www.mol.fi/mol/en/02_working/index.jsp

Social Security Rights

KELA: <http://www.kela.fi/in/internet/english.nsf>
The Social Insurance Institution of Finland provides basic security for all persons resident in Finland covering the different stages of their lives.

Working In Finland? –guide:
http://www.mol.fi/mol/fi/99_pdf/fi/06_tyoministerio/06_julkaisut/05_esitteet/tme7601e_workinginfinland.pdf

The guide is issued and published by the Ministry of Labor has essential information concerning social security amongst other important matters concerning living in Finland.

Ministry of Social Affairs and Health: <http://www.stm.fi/Resource.phx/eng/index.htx>

Income security and social insurance and International social insurance issues
Information concerning pension accrual
Taxation and other fiscal issues

Finnish Tax Administration web-pages have very good links, for example to Finnish public administration and foreign tax administration (list of countries not exclusive):
http://www.vero.fi/default.asp?language=ENG&domain=VERO_ENGLISH



Ministry of Finance: Taxation

http://www.vm.fi/vm/en/10_taxation/index.jsp

Control of income and expenditure

http://www.suomi.fi/english/money_and_property/control_of_income_and_expenses/

Trade Unions

AKAVA the Confederation of Unions for Academic Professionals in Finland

http://www.akava.fi/pages/english_frame.asp

Finnish Union of University Researchers and Teachers

<http://www.tieteentekijoidenliitto.fi/asp/system/empty.asp?P=115&VID=default&SID=407443172882678&S=0&C=19042>

Finnish Union of University Professors

<http://www.professoriliitto.fi/asp/system/empty.asp?P=38&VID=default&SID=712852766292434&S=0&C=21268>

Ministry of Labor

Employment service

<http://www.mol.fi/english/employment/index.html>

Personal employment service

<http://www.mol.fi/english/employment/services.html#Personal%20employment%20service>

Working life, management of employment brochures

<http://www.mol.fi/english/working/index.html#Brochures>

Legal issues

Judicial system in Finland

<http://www.oikeus.fi/8108.htm>

Legal aid

<http://www.oikeus.fi/8852.htm>

Ombudsman for Minorities

http://www.mol.fi/mol/en/01_ministry/03_organization/02_minorities/index.jsp

Other

Work safety

<http://www.stm.fi/Resource.phx/eng/subjt/safet/index.htx>

Job seeking and job vacancies

http://www.suomi.fi/english/employment_and_entrepreneurship/job_seeking_and_job_vacancies/

Aarresaari - Academic Career Services in Finland

<http://www.aarresaari.net/english/>



Studying

Finnish education system is recognized internationally as of very high quality. For example, in the latest OECD Pisa evaluation Finnish education was rated of most high quality. Finnish universities are known for their high quality research and teaching and respect for academic freedom.

If you wish to find out about learning opportunities in Finland, please have a look at the following links.

PLOTEUS, the Portal on Learning Opportunities throughout the European Space

<http://ec.europa.eu/ploteus/portal/home.jsp>

The education system of Finland may differ from yours. Please familiarize yourself with it:

<http://www.edu.fi/english/SubPage.asp?path=500:4699>

Higher education policy in Finland may differ from yours. Please familiarize yourself with it:

<http://www.minedu.fi/export/sites/default/OPM/Julkaisut/2000/liitteet/HEP2000.pdf>

Opintoluotsi offers wide range of links and in information about studying:

<http://www.opintoluotsi.fi/en-GB/>

When a person with non-Finnish qualifications is planning to study in Finland, one must find out how their qualifications compare to Finnish qualifications. Find out more information about the international comparability and recognition of qualifications.

Accommodation and Housing

Information provided here concerns finding a place to stay in Finland together with legal - accommodation and housing related - issues. Please keep in mind that your personal contacts in Finland are valuable when looking for accommodation. Research organizations' local contacts are also happy to offer assistance.

Finnish Student Housing Ltd is one choice also for a foreign researcher. Application procedures may vary in different towns, and the apartments may be in high demand, but applying for accommodation this way is always worth a try.

Centre for International Mobility (CIMO) has provided information concerning housing and accommodation, this link is for their main page; choose 'Accommodation Services' from the list on top in order to get more information:

<http://www.cimo.fi/Resource.phx/cimo/mainpage/mainpage.htx>

Ministry of the Environment is responsible for housing administration.

The Act on Residential Leases governs flat renting in Finland:

<http://www.finlex.fi/pdf/saadkaan/E9950481.PDF>



Living in Finland

Living in Finland means that you are likely to need information concerning at least some of the following issues: childcare facilities, schools, health and medical care, language learning, and leisure activities. Your host organization's local contacts will be able to tell more detailed information about the local services.

Child-Care Facilities

Ministry of Social Affairs and Health provides basic information. In practice, contacting the municipality's day-care service directly is the best way of finding out relevant facts concerning a particular area of residence.

The Mannerheim League for Child Welfare is an NGO; its membership is open to everyone. The League produces for example short-term childcare services:

http://www.mll.fi/in_english/

Childcare subsidies can be found from the pages of the Social Insurance Institution of Finland (KELA):

<http://www.kela.fi/in/internet/english.nsf>

Schools

When you are moving to Finland with school-aged children, you will need to find school(s) for them. In most university towns there are international schools. Therefore one can find schools that provide education with other languages, such as English, German, French, Russian and Swedish, in addition to Finnish.

More information about Finnish education system in the website for National Board of Education:

<http://www.oph.fi/english/frontpage.asp?path=447>

If you know the name of the school, the site: <http://www.edu.fi/english/>, will help finding the school's homepage. Ministry of Education is responsible for the development of Finnish education policies and administration.

Health and Medical Care

Everyone will need health care services at some point, be it for regular check-ups or treatment for some condition. Make sure you are aware what health care services you (and your family) are entitled to and what insurances you may need. Be aware, that entitlement for public health care depends on many factors, such as the type of employment and residence status. Your host organization's local contact point will be able to provide more information about health and medical care on local level.

Ministry of Social Affairs and Health: Healthcare policy

http://www.stm.fi/Resource.phx/eng/subjt/health/index.htx?layout=mobility_table_sisa

Health promotion in maternity, child and school health care

<http://virtual.finland.fi/netcomm/news/showarticle.asp?intNWSAID=25735>

Insurance market and insurance sector activities, Ministry of Social Affairs and Health

http://www.stm.fi/Resource.phx/eng/subjt/insur/imark/index.htx?layout=mobility_table_sisa



Language

Even if working in research organization where most people speak English, you will have to be able to survive outside of the work place. It is helpful to know at least some basic expressions in Finnish, especially when staying in Finland for longer than 3 months. Please be aware that most universities arrange Finnish for Foreigners courses on regular basis. These courses are available for students and staff. Your host organization's local contact points will be able to tell you more about current courses.

The Summer Universities organize a wide selection of Finnish language and culture courses. In addition, many universities have language centers, which offer open enrolment Finnish courses.

Virtual language book: *Tavataan taas!*

<http://donnerwetter.kielikeskus.helsinki.fi/FinnishforForeigners/>

Information about the origins of the Finnish language and a quick guide to its grammar
International English Speakers Association of Finland promises fun, free, and easy way to learn the Finnish language.

For those who know a bit of Finnish the web material provided by the National Board of Education is useful: *Suomea, ole hyvä! Finnish here you are!* <http://cc oulu.fi/~mkarjala/soh2/>

Leisure

When not working, you might want to take up a hobby or just find some other way of entertaining yourself. Here are some good resources for getting started.

Finnish Tourist Board:

[http://www.visitfinland.com/w5/index.nsf/\(pages\)/index](http://www.visitfinland.com/w5/index.nsf/(pages)/index)

Culture and leisure:

http://www.suomi.fi/english/culture_and_hobbies/culture/?layout=mobility_table_sisa

Customs and Manners

If you are not yet familiar with Finnish communication style and customs, these following links might provide you with some useful tools for communicating with Finns.

Guide to Finnish Customs and Manners:

<http://virtual.finland.fi/netcomm/news/showarticle.asp?intNWSAID=25001>

Living in Finland, practical guide for international students and trainees:

<http://www.cimo.fi/dman/Document.phx/~public/Julkaisut+ja+tilastot/English/Living-in-Finland-2003.pdf#search=%22Living%20in%20Finland%20%22>

Researchers Going Abroad

Practical Information



Conducting research abroad is a great way of broadening horizons, creating new contacts with other researchers and exchanging ideas with them. Moving to another country does mean that various formalities and practical matters need to be considered.

The "Researchers going abroad" section provides useful links and information for mobile researchers looking for guidelines and assistance. Contacting a relevant Mobility Centre in Europe can be one of the first steps towards local and tailored assistance concerning for example accommodation issues.

European Network of Mobility Centers:

http://europa.eu.int/eracareers/index_en.cfm?l1=8

European Researcher's Mobility Portal

http://europa.eu.int/eracareers/index_en.cfm

Your Europe portal on-line EU and national public service

http://ec.europa.eu/youreurope/index_en.html

Traveling in Europe booklet general practical information

http://ec.europa.eu/publications/booklets/eu_glance/43/index_en.htm

Living abroad

<http://www.livingabroad.com/>

Citizens' Signpost Service Legal advice for EU citizens

<http://europe.eu.int/citizensrights/signpost/>

Formalities

Please note that it may take some time to acquire all the needed documents - depending on your country of destination and which documents are required. Hence it is important to contact relevant authorities in advance.

Rights and duties of a researcher may vary, depending on things such as the research field and the type of contract with the institution in question. It is also important to know what does one agree to when for example signing a contract. Ethical issues, intellectual property rights and in some cases moving research material from one country to another are some of the things worth considering.

Travel Documents and Visas

European governments online:

http://europa.eu/abc/governments/index_en.htm

Ministry for Foreign Affairs of Finland services -> links -> foreign embassies in Finland (homepages):

<http://formin.finland.fi/english/>

Finnish Customs Information Service:

http://www.tulli.fi/en/07_Finnish_Customs/05_Information_Service/index.jsp

Social Security

Social security benefits may differ depending on researcher's status. A research stay based on a fellowship (grant) and a research stay based on an employment contract are two instances which may create changes in



social security rights in some countries.

Social security benefits in Finland are residence based. The Social Insurance Institution of Finland, KELA, provides more information:

KELA Office for International Affairs provides information and guidance on:

- Residence based social security
- Moving from Finland
- Temporary stay abroad

<http://www.kela.fi/in/internet/english.nsf/NET/021003145825HH?OpenDocument>

It is advisable to contact the mobility centre in the country of destination before departure and ask advice about social security issues

European Mobility Centers

http://europa.eu.int/eracareers/index_en.cfm?l1=4

trESS network - Training and reporting on European social security

<http://www.tress-network.org/TRESS/>

Taxation

Taxation like social security benefits may also depend on researcher's status (fellowship or grant / employment contract). Taxation issues can be complicated and hence contacting a tax office is advisable.

Tax Administration

http://www.vero.fi/default.asp?language=ENG&domain=VERO_ENGLISH

European Union - Taxation and Customs:

http://ec.europa.eu/dgs/taxation_customs/index_en.htm

Other Links

The European gateway to recognition of academic and professional qualifications

<http://www.enic-naric.net/index.asp>



Where to Look for Funding?

The Academy of Finland has various forms of funding for Finnish researchers who wish to work or study abroad. More information is on the website: <http://www.aka.fi/>

The information of the Academy's web pages concern researcher training and research abroad, research training at the European University Institute EUI, researcher exchange grants, travel funds to researcher meetings that promote the preparation of projects and applications to key international research funding organizations, grants for researcher training and research in the USA in fields supporting business know-how, and subsidy for a researcher's return to Finland.

Furthermore, the information deal with support to researcher mobility by stage in research career and support to researcher by the four Research Councils of the Academy of Finland. More information is on the website.

Useful information for Finns can be found on the pages of CIMO (The Centre for International Mobility in Finland): <http://www.cimo.fi/Resource.phx/cimo/mainpage/mainpage.htx>

Additional links:

European Mobility Centers

http://europa.eu.int/eracareers/index_en.cfm?l1=4

National Researcher's Mobility Portal

http://europa.eu.int/eracareers/index_en.cfm?l1=8

Researcher's Mobility Portal - Other career resources

http://europa.eu.int/eracareers/index_en.cfm?l1=5

Marie Curie Actions

http://ec.europa.eu/research/fp6/mariecurie-actions/indexhtm_en.html

CORDIS Community Research & Development Information Service

<http://cordis.europa.eu/en/home.html>

Fulbright Center Finland

<http://www.fulbright.fi/uusi/englanti/index.html>

British Council Finland

<http://www.britishcouncil.fi/>



Outgoing Researchers, an IPR Checklist

Intellectual property rights include copyright, patent rights, rights in a trademark, utility model rights, design copyright, rights to a commercial name, protection of integrated circuits and layout designs, and plant variety rights. All intellectual property rights are granted for a limited period of time. A basic distinction between copyright and so called industrial rights is that industrial rights require registration in order to come into force whereas copyright does not.

Finnish legislation concerning IPR issues is available in Internet on page: <http://www.finlex.fi/fi/>

Some acts have been translated to English and such acts are available on the English pages: <http://www.finlex.fi/en/>.

Information about IPR issues especially in EU projects but also general knowledge is available at the IPR Helpdesk pages: <http://www.ipr-helpdesk.org/controlador/principal?seccion=principal&len=en>

IPR-issues at Funding Application Stage

Applicants shall pay special attention to the rights of using research results and making relevant agreements. The research plan shall detail the contents of the research and the mutual rights and obligations of the parties involved. It is advisable that before submitting their research plan, researchers and research teams clarify whether the research might generate inventions with commercial application. A patentable invention, however, should not be described in an application or its appendices or anywhere else in public before a patent application has been filed.

University and Company Policies and Practices in Research Projects

Every entity, whether an university, a research institution or a company may have its own way of dealing with IPR issues. They may have their own guidelines for IPR. Universities in Finland have quite few and rather vague policies concerning IPR issues at the moment. Present policies also concern mainly inventions. If the legislation concerning employee inventions at the universities is approved the universities are expected to provide policies or at least some kind of rules how to deal with inventions. In general universities do not have policies concerning other IPR except inventions. Existing policies are public and available at the universities but usually in Finnish.

Each university usually provides its own model contracts to be used in research projects. Model contracts are not usually generally available. Model contracts may be available at the university's internal pages, though, and they can be obtained by asking the university personnel.

For example the following contracts may need to be signed within research or research project:

- Research co-operation agreement
- Agreement of assignment of rights
- Confidentiality agreement
- Material transfer agreement

In each contract IPR issues are usually present as well.

Private companies may also have their own policies and their own model contracts. It is usually impossible to get general information about these documents as they are often considered as business secrets and they are not public information. Private companies are not under the same regulations of publicity as the universities.



What to Do When Moving to Another Organization

When a researcher moves to a new host organization, the researcher must find out beforehand what kind of intellectual property rights he/she has created earlier and how she/he is able to use the rights or do all the rights belong to his/hers former work community and employer. This concerns any researcher moving from one entity to another, going abroad, returning to homeland or moving between entities in his/her own country. User rights to existing IPR need to be agreed upon either with the researcher or with the institution the researcher is coming from depending on who is the right holder. Agreement must be made with the authorized persons representing the host institution.

Useful Links

IPR University Center

http://www.iprinfo.com/page.php?page_id=41

The National Board of Patents and Registration (NBPR)

<http://www.prh.fi/en.html>

IPR Helpdesk

<http://www.ipr-helpdesk.org/controlador/principal?seccion=principal&len=en>

Finnish acts and decrees

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

Foundation for Finnish inventions

<http://www.innofin.com/>

World Intellectual Property Organization (WIPO)

<http://www.wipo.int/portal/index.html.en>



Returning Researchers

General Information

A research period abroad is about to end and you are considering returning to Finland? There are some questions you may want to find answers to. This section aims to provide some of the answers and it will guide you towards a smooth return -welcome back!

Please note, that the Researchers coming to Finland section of this guide may contain relevant information for returning researchers also.

Useful Links

Paluumuuttajan opas (Guide for returnees in Finnish):

<https://ssl.tek.fi/pdf/tiedostot/paluuopas.pdf>

Suomi-Seura - Finland Society is an interest group providing expertise and service to Finns living or moving abroad or returning to Finland:

<http://www.suomi-seura.fi/index.php?request=1&language=EN>

Suomi.fi - Public services in Finland:

<http://www.suomi.fi/english/>

Siirtolaisuusinstituutti - Institute of Migration:

<http://www.migrationinstitute.fi/db/links/index.php?action=displaycat&catid=2>

Your Europe Portal Practical information, useful addresses and links in 20 languages, all through one portal:

<http://ec.europa.eu/youreurope/>

Citizens' Signpost Service Legal advice for EU citizens:

<http://europe.eu.int/citizensrights/signpost>

Documents

The documents a returning researcher will need can be divided into two categories. Depending on nationality, returning researchers will need different immigration documents for entering Finland (see 1).

The Local Register Offices (maistraatti) are responsible for maintaining their regional Population Information System and their local information services. The office needs to be notified of your change of residence (see 2).

1) Visas, entry and residence permits

Ministry for Foreign Affairs of Finland:

see information about visas under the bookmark labeled 'services':

<http://formin.finland.fi/public/default.aspx?nodeid=23&contentlan=2>

Directorate of Immigration:

Residence in Finland (visas, residence permits, work permits, EU/EEA permits, information sheets etc.):

<http://www.uvi.fi/netcomm/default.asp?language=EN>

Immigration documents:

http://www.suomi.fi/english/immigration_and_emigration/



2) Notifying the officials in Finland

Maistraatti - The Local Register Offices:

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

Population Register Centre:

<http://www.vaestorekisterikeskus.fi/>

KELA - The Social Insurance Institution of Finland:

<http://www.kela.fi/in/internet/english.nsf>

Social Security

The most important thing to note is that social security in Finland is residence based. For more information please see the links below and contact the relevant authorities who will be able to further assist you with forms etc.

KELA - The Social Insurance Institution of Finland

<http://www.kela.fi/in/internet/english.nsf>

Ministry of Social Affairs and Health

<http://www.stm.fi/Resource.phx/eng/index.htm>

Finnish Centre for Pensions

<http://www.elaketurvakeskus.fi/default.asp?lang=2>

'Työkomennus ulkomaille' -guidebook (in Finnish) offers information for returnees:

http://www.etk.fi/Dynagen_attachments/Att16322/16322.pdf



Working in Finland

Finding a Job

Job seeking and job vacancies

http://www.suomi.fi/english/employment_and_entrepreneurship/job_seeking_and_job_vacancies/

Aarresaari - Academic Career Services

<http://www.aarresaari.net/english/index.htm>

European Researcher's Mobility Portal

http://europa.eu.int/eracareers/index_en.cfm

Work Permits

Ministry of Labor's page contains information about work permits and job seeking:

http://www.mol.fi/mol/en/02_working/index.jsp

Ministry for Foreign Affairs of Finland has a web page about work permits:

<http://formin.finland.fi/public/?contentid=50914&contentlan=2&culture=en-US>

Taxation

Taxation issues are generally complex by nature. Hence the best advice is to contact the Finnish Tax Administration directly. They will offer you individual guidance.

Finnish Tax Administration

http://www.vero.fi/default.asp?language=ENG&domain=VERO_ENGLISH

Ministry of Finance: Taxation

http://www.vm.fi/vm/en/10_taxation/index.jsp

Control of income and expenditure

http://www.suomi.fi/english/money_and_property/control_of_income_and_expenses/

Taxpayers Association of Finland

<http://www.veronmaksajat.fi/>



Other Practical Information

Accommodation

Oikotie -portal has apartments for rent –advertises from private landlords (in Finnish)
<http://www.oikotie.fi/>

General Housing Information
http://www.suomi.fi/english/housing_and_family/housing/

Ministry of the Environment is responsible for housing administration
<http://www.ymparisto.fi/default.asp?node=4073&lan=en>

The Act on Residential Leases governs flat renting in Finland.
For more information have a look at the PDF-file
<http://www.finlex.fi/pdf/saadkaan/E9950481.PDF>

Customs Regulation

Customs:
<http://www.tulli.fi/en/index.jsp?language=en>

Schools

National Board of Education
<http://www.oph.fi/english/txtFrontpage.asp?path=447>

If you know the name of the school this link will help finding the school's homepage
<http://www.edu.fi/english/schools/>

Ministry of Education
<http://www.minedu.fi/OPM/?lang=en>

Opintoluotsi's English pages, education and training in Finland
<http://www.opintoluotsi.fi/english/>



Facts about Finland

Finnish Society

Finland (Finnish name Suomi) is a republic, which became a member of the European Union in 1995. Its population is 5.2 million. The capital Helsinki has 560 000 residents. Finland is an advanced industrial economy: the metal, engineering and electronics industries account for 50 % of export revenues, the forest products industry for 30 %. Finland is one of the leading countries in Internet use. Today, there are more mobile phone than fixed network subscriptions.

Forests cover three quarters of the country's surface area of 338 000 sq. km. Other outstanding features of Finland's scenery are some 190 000 lakes and approximately as many islands. The principal archipelago and the self-governing province of the Åland Islands lie off the south-west coast while the main lake district, centred on Lake Saimaa, is in the east.

More information on Finnish society: <http://virtual.finland.fi/>

Culture

The European Researcher Mobility Portal provides you with extensive information on the activities and the policies carried out by the European Union in the field of culture. The Portal also includes the national sites of Member States. The Finnish Researcher Mobility portal gives you a considerable amount of useful information on Finnish culture

Kulttuuri.net aims to include all Internet links related to Finnish culture: artists, associations, media, organizations, specialist services and so on:
<http://www.kulttuuri.net/english>

Ministry of Education promotes and develops culture in Finland:
<http://www.minedu.fi/OPM/Kulttuuri/?lang=en>

Arts and Entertainment as presented by Virtual Finland –portal:
http://virtual.finland.fi/Arts_Entertainment/

Climate

The main factor influencing Finland's climate is the country's geographical position between the 60th and 70th northern parallels in the Eurasian continent's coastal zone, which shows characteristics of both a maritime and a continental climate, depending on the direction of air flow. The mean temperature in Finland is several degrees (as much as 10°C in winter) higher than that of other areas in these latitudes, e.g. Siberia and south Greenland. The temperature is raised by the Baltic Sea, inland waters and, above all, by airflows from the Atlantic, which are warmed by the Gulf Stream.

When westerly winds prevail, the weather is warm and clear in most of the country due to the 'föhn' phenomenon caused by the Keel range. Despite the moderating effect of the ocean, the Asian continental climate also extends to Finland at times, manifesting itself as severe cold in winter and extreme heat in summer.

Since Finland is located in the zone of prevailing westerlies where tropical and polar air masses meet, weather types can change quite rapidly, particularly in winter. The systems known to affect Finnish weather are the low-pressure system usually found near Iceland and the high-pressure systems in Siberia and the Azores. The



position and strength of these systems vary, and any one of them can dominate the weather for a considerable time.

According to Köppen's climate classification, Finland belongs wholly to the temperate coniferous-mixed forest zone with cold, wet winters, where the mean temperature of the warmest month is no lower than 10°C and that of the coldest month no higher than -3°C, and where the rainfall is, on average, moderate in all seasons.

Towns and Municipalities

Websites of Finnish towns and municipalities offer a huge load of practical information about almost everything included in your everyday life.

Association of Finnish Local and Regional Authorities
<http://www.kunnat.net/>

Practical Links

What is the number for emergency services, where and when to do shopping, how to find your way in Finland, to keep informed about world events? These are only some of the practical questions you may have remaining. The following links aim to provide answers to them.

Emergency

112 is the General Emergency Number in Finland. An emergency call can be made free of charge from any phone. Calls to 112 will always be directed to the nearest emergency response centre: <http://www.112.fi/index.php?langID=2>

The Police

Department for Rescue Services
http://www.poliisi.fi/poliisi/home.nsf/pages/index_eng

Embassies In Finland

Embassies in Finland and Finnish Embassies
<http://www.finnguide.fi/embassies/>



General Links

'Your Window on Finland' from the Ministry for Foreign Affairs of Finland offers a lot of information about Finland and very good links to other websites

<http://virtual.finland.fi/>

The Centre for International Mobility (CIMO) has two portals with useful links

<http://www.cimo.fi/Resource.phx/cimo/mainpage/mainpage.htx>

Finland Travel Guide by Finnish Tourist Board

[http://www.visitfinland.com/w5/index.nsf/\(pages\)/index](http://www.visitfinland.com/w5/index.nsf/(pages)/index)

Religion and churches in Finland

<http://virtual.finland.fi/netcomm/news/showarticle.asp?intNWSAID=25811>

Public holidays

<http://almanakka.helsinki.fi/english.html#holidays>

Banks and Money

Bank of Finland

<http://www.bof.fi/eng/index.htm>

Finnish Bankers' Association

<http://www.pankkiyhdistys.fi/english/index.html>

Business Hours

Contact Finland, the Central Chamber of Commerce

<http://www.contactfinland.fi/showpage.asp?id=5282>

Federation of Finnish Commerce and Trade

<http://www.kaupankl.fi/kaupanliitto/>

Post and Mail Services

Finnish Post Corporation

<http://www.posti.fi/>

Traveling and Transportation

Finnish Vehicle Administration

http://www.ake.fi/AKE_EN/

Finnish Road Administration

http://www.tiehallinto.fi/servlet/page?_pageid=68&_dad=julia&_schema=PORTAL30&kieli=en&_pageid=68

VR, national railways

<http://www.vr.fi/heo/eng/index.html>



Express Bus, consortium of 30 express bus companies

http://www.expressbus.com/english_fs.html

Matkahuolto, a private service and marketing enterprise in the bus and coach transport business

<http://www.matkahuolto.fi/english/index.html>

Finnair

<http://www.finnair.com/>

Airports in Finland

<http://www.finavia.fi/airports>

Public Sector Services

Finnish Customs Department

<http://www.tulli.fi/en/index.jsp?language=en>

A portal for public sector services in Finland

<http://www.suomi.fi/english/>

National Electronic Library

<http://www.lib.helsinki.fi/finelib/english/index.html>

The Finnish Library Services

<http://www.libraries.fi/>

Gateway to Finnish Research Libraries

<http://www.lib.helsinki.fi/tilke/indexeng.html>

Ministry of Justice / elections: Voting in Finland:

<http://www.vaalit.fi/14173.htm>

News Services

STT, news from a Finnish news agency

<http://newsroom.finland.fi/news/>

Finnish broadcasting company

<http://www.yle.fi/fbc/index.shtml>

YLE MONDO is the foreign language broadcasting public service station in Finland

<http://www.yle.fi/ylemondo/index.shtml>

Finnish newspapers

<http://www.world-newspapers.com/finland.html>

Six Degrees, free monthly English language magazine

<http://www.6d.fi/>



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