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Uniarts Helsinki's regulations on enrolment and registration

1. Degree students

1.1. Enrolment - accepting an offer of admission and registering for the academic year on the first academic year

A student who has been admitted to a university must accept the offer of admission and enrol at the university within the deadline set by the university and, as regards the joint application procedure, within the deadline set by the Ministry of Education and Culture. The enrolment period of new students on their first year may differ from the registration periods determined in this decision. Enrolment instructions will be provided by the academic affairs teams.

Registering as a non-attending student during the first academic year is possible only under specific circumstances pursuant to the Universities Act (Universities Act, section 39):

Having accepted a student place, the student may register as a non-attending student during the first academic year provided he or she:

- 1) *is in active service in accordance with the Conscription Act, (1438/2007), the non-Military Service Act, (1446/2007) or the Women's Voluntary Military Service Act (194/1995);*
- 2) *is on maternity, paternity or parental leave; or*
- 3) *is unable to begin studies due to a personal illness or injury.*

During their first academic year, a student may register as a non-attending student also if they are unable to begin their studies due to a COVID-19-related decision issued by the authorities or due to some other compelling reasons related to the epidemic. Subsection 4 added to the Universities Act with Act 515/2020 will be temporarily valid from 1 July 2020 to 31 July 2021, and there is no certainty yet concerning its possible continued validity at the time of signing this decision.

If an admitted student does not accept the offer of admission within the time indicated, the student forfeits the offer of admission. The student can be re-admitted to the university only by re-applying.

1.2. Registration for the academic year

Degree students must register for attendance or non-attendance for each academic year. The registration is done separately for each right to study.

Registration is done for the whole academic year. The registration period begins on 2 May and ends on 10 August. In case the 10th of August falls on a Saturday or Sunday, the deadline shall be changed to the next working day.

A degree student must pay the University of the Arts Student Union (ArtsU) membership fee when registering for attendance. Students in higher education must pay the student healthcare fee to Kela in accordance with Kela's instructions <https://www.kela.fi/web/en/how-to-pay-the-student-healthcare-fee-in-higher-education>

There will be a break in the 2021–2022 registration period from 21 June to 2 August 2021 due to the introduction of a new student information system.

Students must register as an attending student in order to complete studies. In order to complete studies as a JOO student in Finland or as an exchange student abroad, a degree student at Uniarts Helsinki must register as an attending student.

If a student has the right to complete several degrees simultaneously, they must process their registration separately for each right to study. The student union membership is only charged once.

The student must have a valid personal study plan before registration. If a student does not wish to complete studies during the academic year, the student must register as a non-attending student.

A student must be registered as attending or non-attending during the academic term when the degree is conferred. A student may register for non-attendance and still graduate only if all the studies required for the degree have been completed during the previous academic term.

If a student has submitted their thesis for approval on the last day of the previous academic year at the latest and they have completed all of the other studies required for their degree (incl. the maturity essay), they may register as a non-attending student and graduate as a non-attending student if they so choose. The student does not have to register as an attending student to have their thesis evaluated and approved. Students who are liable to pay the annual tuition fee will not be charged the annual tuition fee for the next academic year if the student's only academic activities in the next academic year include approval of the thesis and graduation.

1.3. Changing and cancelling the registration for the academic year

A student's non-attending status can be changed to attending at any time during the academic year. Attendance can be changed to non-attendance during the registration period. As for attendance during the spring term, a student's attending status can be changed to non-attending until 7 January (or until the following working day). If a student has registered for attendance after the start of the academic year, there may be some limitations in the selection of available courses.

If a student has registered for the academic term following the term of graduation, and the student does not have another right to complete a degree at the university, the student's registration will be cancelled by the academy's academic affairs personnel and the student will be sent a written notification on the matter. The same rule is

applied to students who have renounced their right to complete a degree, but who have registered for the following academic term.

Students who have changed their status from attending to non-attending, cancelled their registration, or renounced their right to complete a degree have the right to get a refund of the student union membership fee in accordance with the Student Union's decision. The same applies when a student's registration is cancelled after the student has registered for the academic term following the graduation.

1.4. Failure to register for the academic year

Pursuant to the Universities Act, a student who has failed to register for the academic year will forfeit the right to pursue studies, i.e. the right to complete a degree. In order to restore the right to study, the student must apply to the academy for readmission. Applicants may be required to complete a proficiency test or to update their personal study plan. Doctoral students may also be required to update their research plans. Students must also pay a re-enrolment fee in accordance with the valid regulations.

Students who previously had multiple valid study rights must submit their application to the academies where they wish to resume their studies.

If a student who has failed to register for the academic year registers for attendance or non-attendance before the end of the ongoing academic term, the student will be re-admitted to the university without a separate application simply by paying the re-enrolment fee, provided that the student has a valid personal study plan and has not used up the maximum time allocated for the normative duration of studies.

2. Accepting an offer of admission and registering for the academic year as a fee-paying student

2.1. Liability to pay annual tuition fees

Pursuant to the Finnish Universities Act, universities must charge a minimum tuition fee of EUR 1,500 per academic year to students admitted to a bachelor's or master's degree programme taught in a language other than Finnish or Swedish. The law is applied to students who have started their studies on or after 1 August 2017. Decisions on how the tuition fees are collected are made by the university. In compliance with the Universities Act, the Uniarts Helsinki Board made a decision on annual tuition fees on 16 June 2020.

In accordance with the Universities Act, the fee is not charged to:

1. citizens of a Member State of the European Economic Area,
2. a person who is entitled to the same treatment as EU citizens under a treaty signed by the European Union and its Member States with a third party,
3. a person with an EU Blue Card, a continuous or permanent residence permit or a long-term resident's EC residence permit issued to third-country nationals, as referred to in the Finnish Aliens Act.

Nor is the fee charged to any family members of the above. The definition of persons regarded as family members is based on the Finnish Aliens Act. The university will determine whether the student is liable for payment based on the applicant's /student's citizenship and a residence permit issued by the Finnish

Immigration Service (Migri) that they have presented to the university. Students are obligated to present justified grounds for being awarded a tuition fee waiver.

If a student has registered as non-attending, no tuition fee is charged.

2.2. Payment of annual tuition fees

2.2.1 New students

An applicant who is deemed liable to pay tuition fees must pay the required annual tuition fee in full in one instalment at the same time as accepting an offer of admission before registering for attendance. Paying the annual tuition fee is a prerequisite for registration for the academic year and the right to study. The annual tuition fee must be paid according to the instructions stated in the admission letter before the due date. The admitted student will be informed of a possible a tuition fee waiver in their admission letter.

2.2.2 Registered students

Uniarts Helsinki's registered students who are liable to pay the fee must pay the annual tuition fee before registering for the next academic year. Students will be informed of a possible tuition fee waiver prior to the registration period for the academic year.

Students who have been granted the right to study starting from 1 January will be informed of the decision regarding a tuition fee waiver prior to 1 December on a yearly basis, and the annual tuition fee will be charged for the following calendar year.

Fee-paying students who will register for attendance must pay the annual tuition fee, as required by law, in full prior to the due date during the registration period for the academic year. If a student registers for attendance only for the duration of the autumn term due to graduating, only half of the annual tuition fee must be paid. In such a case, the graduation plans shall be mentioned in the tuition fee waiver application, based on which the university will issue an invoice for only half a year.

A student who has been granted the right to complete a degree starting from 1 January (e.g. students who have been admitted to master's studies at the Academy of Fine Arts) can register for attendance only for the term for which they have paid the annual tuition fee. Because the tuition fee is issued per calendar year instead of academic year, the student must register as attending one academic term at a time, contrary to the norm.

If a fee-paying student has registered for the academic year as non-attending and later wishes to register as attending in the middle of the academic year, they must pay the whole year's tuition fee if they are returning as an attending student during the autumn term. If a student registers for attendance for or during the spring term, only half of the annual tuition fee must be paid.

A degree student who is liable to pay the annual tuition fee must pay the University of the Arts Student Union (ArtsU) membership fee when registering for attendance. Students in higher education must pay the student healthcare fee to Kela in accordance with Kela's instructions <https://www.kela.fi/web/en/how-to->

pay-the-student-healthcare-fee-in-higher-education

Academic affairs teams provide guidance on how to pay annual tuition fees and also monitor the payments.

2.2.3. Students studying in joint degree programmes

The principles on the payment of annual tuition fees for joint degree programmes (incl. double degree programmes) are determined in the joint degree agreement. The recommendation is that if the home university (the primary university or the university where the student has been first admitted) charges annual tuition fees, the student is charged the annual tuition fee for their whole duration of studies in accordance with the regulations of their home university, and therefore, the student only pays one annual tuition fee at a time. When studying at the partner university, the student does not pay the annual tuition fee of the university in question.

2.3. Exemption from annual tuition fees and refunds

If a student's residence permit status changes before graduation, the changed status may affect the decision regarding the requirement to pay tuition fees. A student may be entitled to exemption from annual tuition fees if they are granted a residence permit that is one of the Migri-issued permits that warrant an exemption in accordance with the Universities Act. Students must inform the university without delay if their status changes.

If a student's language of studies changes to Finnish or Swedish, they will no longer have to pay annual tuition fees. Students may only apply to have their language of studies changed if the degree and instruction of their degree programme is offered also in Finnish or Swedish and they have the necessary proficiency level in the new language in which they will study (language skills must be demonstrated in the same way as in regular student admissions of the degree programme in question) and if they continue to study in the new language.

If a student is no longer obligated to pay the fee due to a change in their status, they will be refunded the amount of payment that would accumulate starting from the date on which their status has changed. If a student is no longer entitled to exemption from payment after a change in their status, the student will be liable to pay the fee starting from the next academic term.

The fee will be refunded starting from the date on which the status has changed, and the refund is calculated by dividing the annual tuition fee by 365 and multiplying it with the days left of the academic year (or other fee period). Fees that have been paid for previous academic terms will not be refunded retrospectively. Graduating before the end of the academic term does not warrant a tuition fee refund for the academic term in question.

Students who wish to apply for tuition fee refunds should contact the academic affairs personnel.

2.4. Registration and failure to pay the tuition fee and how it affects the right to study

In accordance with subsection 2 of section 39 in the Universities Act, an admitted student who has accepted the offer of admission must enrol at the university in the manner stipulated by the university in question. The registration is done separately for each right to study.

If a student who has been admitted to Uniarts Helsinki and accepted the offer admission is liable to pay annual tuition fees but does not pay the annual tuition fee, as required by the Universities Act, and the student union membership fee and thereby enrol at the university before the due date in accordance with the given guidelines, the student has neglected to enrol and forfeits the right to study, pursuant to section 43 in the Universities Act.

If a student who is liable for payment does not pay the annual tuition fee later on in their studies and does not register as a non-attending student by Uniarts Helsinki's registration deadline, the student has neglected registration for the academic year and forfeits the right to study.

Pursuant to section 43 in the Universities Act, a student who has neglected registration for the academic year must apply to the university for readmission. The application shall be submitted to the academy to which the student wishes to be readmitted. If the application for readmission is approved, the student must pay the annual tuition fee, re-enrolment fee, and the student union membership fee. Other provisions on the application for readmission are provided in section 1.4. *Failure to register for the academic year* in the rector's decision and by the academic affairs teams.

3. Other study rights

The academies and the Open Campus may grant the right to complete non-degree studies to a person who has no valid right to complete a degree at Uniarts Helsinki based on a separate application. After the applicant for non-degree studies has been granted the study right, and after they have paid the annual tuition fee within the due date if such fee has been stipulated by the academy or the Open Campus, they may study within the scope of the valid study right without having to separately register as an attending or non-attending student.

However, students completing non-degree pedagogical studies for teachers, whose studies last more than one academic year, must register for attendance or non-attendance during the academic years following the first one.

The Student Union makes the decision on whether students completing non-degree studies have the possibility to join the Student Union as members.

4. Further instructions on enrolment and registration

The Student Union and academic affairs teams will give further instructions on enrolment and registration.

5. Entry into force

This decision will replace the previous regulations on enrolment and registration issued by the rector of Uniarts Helsinki (5 February 2018), regulations on accepting an offer of admission and registering for the academic year as a fee-paying student (5 February

2018) and vice rector's update on the regulations on enrolment and registration (15 December 2020). This decision will be applied in student enrolment and registration at Uniarts Helsinki for the first time during the 2021-2022 academic year.

26 April 2021

Kaarlo Hildén
Rector

Sanna Kotajärvi-Söderholm
Senior Head of Academic Affairs