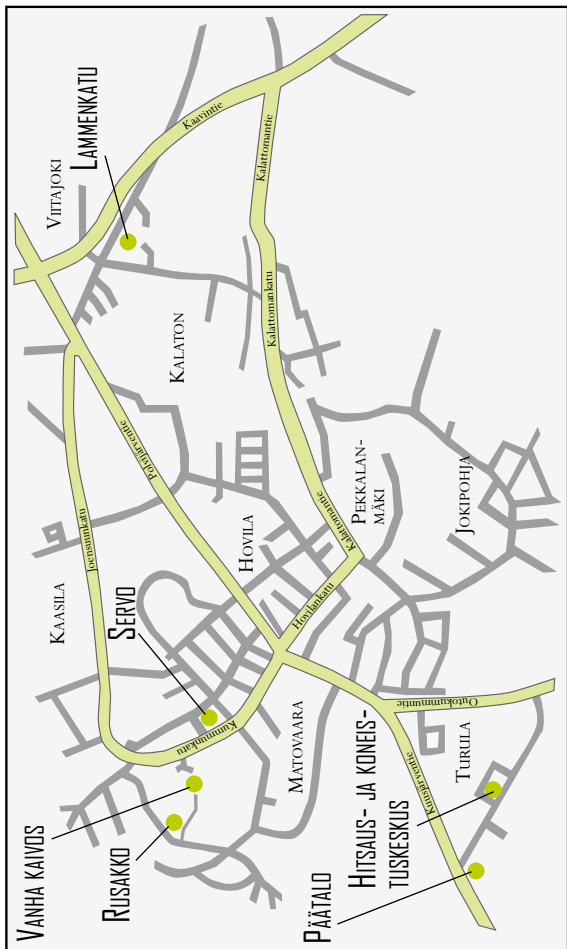


# KARTTA OPETUSTILOISTA



The postal address of our college is  
Pohjois-Karjalan  
Ammattiopisto Outokumpu  
Lammenkatu 18  
83500 OUTOKUMPU

The staff email addresses are of the format  
firstname.familyname@pkky.fi.  
The telephone exchange number for North Karelia  
Municipal Education and Training Consortium  
is 013 - 244 200.

## **STAFF CONTACT INFORMATION**

Elisa Pirttilä, principal 050 523 4391  
Jaana Timonen, vice principal 050 502 0345

## **FINANCIAL ADMINISTRATION AND HUMAN RESOURCES**

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Arja Laakkonen, administrative secretary 050 567 8806  
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## **STUDENT SERVICES**

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Aila Malmivuori, study secretary 050 336 6317  
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Elsa Pehkonen, international coordinator  
050 369 0841

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Elina Hynynen, youth and student chaplain  
050 551 5456

## **COMMON STUDIES**

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050 502 0345

Petteri Kuittinen, mathematics, physics and chemistry  
050 375 6915

Pasi Tahvanainen, physical and health education  
050 523 4398

Päivi Voutilainen, Swedish, English and Finnish  
050 502 0346

## **GRAPHIC DESIGN, GAME DEVELOPMENT, VISUAL EXPRESSION, PUBLISHING AND PRINTING**

Tone Arstila, head of Study Programme 050 542 3697

Raija Elomäki, publishing and printing 050 530 2536

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050 375 6941

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Matti Häkli, game development 050 311 5784

Pirjo Toroskainen, graphic design 050 502 0336

Mikko Rossi, graphic design 050 551 8408

Marja-Riitta Siimala, visual expression 050 502 0328

Eija Petterberg, animation 050 502 0327

Veikko Miettinen, Mine Studios 050 362 6840

Talvikki Vihla, project assistant Mine Studios  
050 311 5731

## **DANCE EDUCATION**

Jyrki Haapala, head of Study Programme 050 571 1164

Katariina Vähäkallio 050 502 0337

## **RADIO AND TV WORK**

Tero Kettunen, head of Study Programme

050 502 0335

Pilvi Dufva, TV work 050 547 0485

Mika Laatikainen, radio work 050 531 3050

AV-storekeeper 050 502 0339

## **SOUND PRODUCTION, THEATER AND EVENT TECHNOLOGY, SET BUILDING**

Sanna Lappalainen, head of Study Programme

050 597 4393

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Jussi Niiranen, sound production 050 553 6814

Juha Tuisku, sound production 050 553 6813

Esko Silvennoinen, theater and event technology

050 530 2656

Marko Salimäki, theater and event technology

050 400 6077

Tuomo Turunen, theater and event technology

050 379 3962

## **SOCIAL AND HEALTH CARE EDUCATION**

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Pirjo Pöllänen, health care 050 401 5545

Timo Puustinen, rehabilitation and health care

050 401 5552

Eila Nissinen, pedagogical education 050 401 5556

Katri Tiainen, social welfare studies 050 400 6085

Anna-Maija Kinnunen, special education and

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## **INFORMATION AND COMMUNICATION TECHNOLOGY**

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Miska Huttunen 050 371 5109  
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## **PROPERTY MAINTENANCE**

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Taisto Kontkanen 050 336 6318  
Kari Huttunen 050 540 4687

## **CAFETERIA-RESTAURANT KUPARISYDÄN**

Lammenkatu campus 013-244 3911  
Kaivos campus 013-244 3961

## **IT-SERVICES Helpdesk / 010 8410161**

Seppo Vihonen  
Jari Tuononen  
Henri Matilainen

## **STUDENT UNION OMPPU RY**

Chairman 050 563 0679  
PR and communications 050 373 1168

## THE COLLEGE PREMISES

There are six college campuses in different parts of the city. See map on page 55.

### LAMMENKATU 18

- social and health care
- visual expression
- theater and event technology
- sound production
- set building
- radio and TV work

### SERVO, KUMMUNKATU 26

- dance

### VANHA KAIVOS JA RUSAKKO, KAIVOSMIEHENPOLKU 3 AND 5

- dance
- graphic design
- game development
- publishing and printing

### PÄÄTALO, KARJALANKATU 2

- information and communication technology
- design assistants
- common studies
- publishing and printing

### METALLITALO, TEOLLISUUSKATU 2

- metalwork and machinery

# SCHEDULE FOR SCHOOLYEAR 2009-2010

The school year is divided into five study periods. You can find the college period chart on the internet in address [www.pkky.fi/amoo](http://www.pkky.fi/amoo). In the period chart you can take a closer look at the contents and schedules of the periods according to different qualifications and groups. The periods are:

1. period 12.8.2009 – 2.10.2009
2. period 5.10.2009 – 4.12.2009
3. period 7.12.2009 – 5.2.2010
4. period 8.2.2010 – 9.4.2010
5. period 12.4.2010 – 4.6.2010

The start and end dates of study periods vary somewhat from those of Outokumpu Upper Secondary School. Each period will be finished according to the dates of the school where the student is currently studying. Thus, for example, students studying first at College and then at Upper Secondary School can start the upper secondary school period once they have finished the college period.

Work days and holidays during the term 2009-2010:

## **AUTUMN TERM 2009**

school starts	12.8.2009
autumn holiday, wk 42	12.-16.10.2009
autumn term ends	19.12.2009

## **SPRING TERM 2010**

school starts	4.1.2010
winter holiday, wk 10	8.-12.3.2010
school ends	4.6.2010

Graduation ceremonies 19.12.2009 and 4.6.2010.

## **QUALIFICATION IN A NUTSHELL**

The scope of each vocational qualification is 120 credits (one credit being equivalent to the study effort of 40 hours), taking 3 years.

The qualifications consist of vocational studies, common studies and free-choice studies. Vocational studies also include on-the-job training, competence tests for every study entity, and a diploma work.

### **GAINING PROFESSIONAL SKILLS**

Vocational studies provide the professional skills required in the qualification and programme. The qualifications include 90 credits of vocational studies. These will be presented to you at the beginning of your studies.

### **ON-THE-JOB TRAINING**

Each qualification includes on-the-job training for 20 credits at the minimum. On-the-job training means that the studies defined in student's personal study plan are carried out at a work place, thus familiarizing the student to the ground rules of real working life.

A written contract for the on-the-job training must always be made in TOP-portal.

### **COMPETENCE TESTS**

The college and business life together plan, execute and evaluate job situations at work places or, for example, in college projects. Through these competence tests the student shows to what extent he has reached the competence of a skilled professional. The number of demonstrations varies from qualification to qualification.

A separate diploma will be granted for these demonstrations.

## **DIPLOMA WORK**

The diploma work is an independent written report. The student will establish that he masters the chosen vocational know-how and is also able to put it to practical use.

## **WANTED: ALL-ROUND EDUCATION!**

20 credits of common studies also make part of the qualifications; of these, 16 credits are compulsory. The compulsory studies are as follows:

- mother tongue / 4 credits
- second official language / 1 credit
- foreign language / 2 credits
- mathematics / 3 credits
- physics and chemistry / 2 credits
- civics and entrepreneurship / 1 credit
- physical education / 1 credit
- health education / 1 credit
- arts and culture / 1 credit

In addition, the student has to select 4 credits of optional common studies. They can be additional courses to the above-mentioned mandatory courses, or environmental studies, information and communication technology, ethics, cultural awareness, psychology or entrepreneurship.

Physical and health education along with arts and culture are optional to students who have turned 18 by the time they enter the College (630/98 12§).

Free-choice courses (10 credits) can include, for example, vocational studies in the student's main programme or in some other programme, common studies, preparatory studies aiming at further education or matriculation examination, job experience or supervised hobbies.

## **PERSONAL STUDY PLAN RIGHT AT THE BEGINNING OF STUDIES**

### **RECOGNITION OF FORMER STUDIES AND KNOW-HOW**

At the beginning of studies all students, together with their tutoring teachers, formulate a personal study plan, PSP (in Finnish, HOPS) which is based on the college curriculum, former studies and job history, and the student's own choices. Thus, PSP embraces the study programme of the qualification, former studies and job history together with college study plan. PSP will be revised and complemented during studies.

If the student has studied after the comprehensive school (e.g. upper secondary school, vocational qualification) or has job experience in the relevant field, he can apply for the recognition of prior learning or know-how. In this way it is possible to shorten the duration of studies and lessen unnecessary overlapping.

With regard to common studies, recognition of former studies is possible when the studies correspond to those of the qualification programme in form of objective, scope and content. In order to be recognized, the studies also need to have a grade.

Studies in other fields, hobbies or work experience and practice can be recognized as free-choice studies. In order to be recognized, the student must have a certificate with a description of the contents and an assessment (if possible); “Approved” is an acceptable assessment.

All formerly acquired know-how must be proved by a written certificate with dates, contents and scope of the studies/job. If the student does not have a certificate or other written document, the claimed know-how must be otherwise proved in a reliable way. In addition, the student may, for example, be required to take a test.

## EVALUATION OF STUDIES

In order to qualify for the degree certificate, the student has to master the essential know-how of the programme and pass the relevant competence tests. Practical vocational skills are the central evaluation factor. The degree certificate is two-fold and consists of competence test diploma and final school report. Furthermore, the degree certificate includes an appendix listing all the passed courses and their grades.

The evaluation scale

excellent	3
good	2
satisfactory	1
failed	0
course not completed	P
passed	H

Grade P, meaning “course not completed”, is given if a part of a course is missing (e.g. some tasks undone). Grade 0, meaning “course is failed”, is given if the course is left unfinished e.g. due to too many hours of absence.

The course grades are based on tests, tasks and homework, school work, self-evaluation, reports by job tutors, job certificates etc., depending on the contents and method of implementation of each course. School work includes e.g. evaluation of the student's activity and conscientious attitude towards other students, studies, college community and equipment. The grades from study periods are combined to a grade for the course entity, which are shown in the degree certificate.

At the beginning of each course, the teacher will give a detailed explanation of the evaluation basis.

The student can discuss these bases with his tutoring teacher at any time during the studies. Teachers in charge of the individual courses also evaluate them; some evaluations can also be made by several teachers jointly. Student's self-evaluation can be part of the evaluation of certain courses.

Teacher, student and on-the-job trainer make a joint decision about the evaluation of the on-the-job training.

## **WANT TO RAISE YOUR GRADES?**

It is possible to try and raise your college grades. Please contact the course's teacher to discuss the possible ways to do so.

## **HOW THOSE STUDIES KEEP ACCUMULATING!**

Within two weeks of the completion of the period, teachers input all grades to the Winha-web tool system. If you notice something missing, please contact the tu-

toring teacher or the teacher of the course immediately. Studying on a full-time basis means 8 credits per period. The requirement for receiving a student financial aid from Kela (The Social Insurance Institution of Finland) is, on average, 6 credits per period.

## **ELIGIBILITY FOR FURTHER STUDIES**

A vocational qualification (120 credits) gives a general eligibility for higher education in both polytechnics and universities. Depending on its scope, a competence-based qualification for adults gives the same eligibility for polytechnics than a corresponding vocational qualification.

## **STUDY PRACTICES**

### **ENROLLING AS “ABSENT”**

It is possible to enrol as “absent” e.g. for pregnancy or prolonged illness. This means that your absence does not affect the normal time allowed for your studies. The enrolment is made in writing on a form from the student affairs office or on a form for ensuring the admission.

### **ORIGINAL CERTIFICATES AT THE BEGINNING OF STUDIES**

College admission is conditional until all admission criteria are verified from the original certificates or certified copies.

## **DURATION OF STUDIES**

The target time for completion of the studies is three years. If the student is able to utilize his former studies, it is possible to shorten the study-time. If a fourth year becomes necessary, a personal study plan will be drawn up for it. The principal can grant an even longer extension for sufficient grounds.

## **FROM FACE-TO-FACE TEACHING TO INDEPENDENT STUDYING**

Face-to-face and contact teachings mean a close interaction between the teacher and the students in the classroom. Independent studies or distance learning mean that the student-teacher relationship is less intensive and studies are performed more independently.

## **ABSENT OR PRESENT**

The obligation to attend school regularly is based on the Law on Vocational Education (630/98). It decrees that "The student shall attend classes unless an exemption has been granted; the student shall behave properly and complete all school assignments with diligence."

Compensation has to be made for every case of absence from classes. At the beginning of periods, the teachers will explain what the compensation practice is as it varies according to the method of implementation of each course. If the student is absent from face-to-face teaching for more than 8 hours per credit, the course will be failed. Absences for less than 8 hours per credit will be compensated by doing extra assignments agreed with the teacher.

It is difficult to monitor attendance at independent work, project studies and final project. Thus, in these cases the basis for evaluation will be, among others, activity, productivity, technical and expressive abilities and staying on schedules.

On average, the student must obtain 3 credits a month. This is the normal study pace and it is also the requirement for student financial aid, which means that also Kela may control the amount of student's absences.

The student must report all absences to the college or to the on-the-job work place. A nurse's or doctor's certificate is required if the illness continues above one day. A medical certificate will not be written by phone or afterwards. The certificate must be delivered to the teacher. At the same time the student and teacher can make plans for the appropriate means of compensating for the lost studies.

The following are not categorized as absence: participation to a student union meeting, to school's social receptions or to some other pre-agreed school development activity, visit to the student services, fulfilling one's duties as a citizen or attending conscription.

For further information on absence processes please contact the relevant teacher; regarding the student financial aid, please see [www.kela.fi](http://www.kela.fi).

## **RESIGNATION OR INTERRUPTION?**

Resignation or interruption of studies must be notified in writing. Before resignation or interruption the student must discuss with the tutoring teacher or student

counsellor. A written certificate of resignation is needed for, for example, Kela or employment office. This certificate is available from the study secretaries.

The resignation or interruption of studies will be notified to Kela and, if necessary, to other financiers (e.g. insurance companies). Further information of study allowances in case the studies are interrupted can be found at [www.kela.fi](http://www.kela.fi). At the end of the period of interruption, the student must contact the college if he wishes to continue studies.

## EXAMINATIONS

Students may retake failed exams or try raising their grades on general examination days. Examinations take place on Lammenkatu campus on Wednesdays at 15.00-18.00 according to the following schedule:

26.08.2009	20.01.2010
23.09.2009	17.02.2010
28.10.2009	17.03.2010
18.11.2009	21.04.2010
09.12.2009	05.05.2010
	19.05.2010

Please enrol in an examination by using an enrolment envelope at least one week before the date of the exam. These envelopes are available at student affairs offices and form racks on all the college campuses. The envelope must be carefully filled in and left in the box of the course's teacher (not that of the exam's supervisor). Belated enrolments will not be taken into account. The examination fee for private students is 50,50 €/exam.

## **FREE EDUCATION**

Vocational education is free. However, there will be certain costs for which it is necessary to be prepared, e.g. school books, student card, possible excursions and trips.

## **THE LIBRARY: A FOUNTAIN OF INFORMATION!**

The college library is located on Lammenkatu campus. The opening hours are Mon 8.00-18.30, Tue-Thu 8.00-15.00 and Fri 8.00-13.00. Please avail yourself of the study rooms, lending and information retrieval services! At the start of studies all new students will receive instructions on how to use the library.

## **USAGE OF COLLEGE VEHICLES**

College vehicles may be used only with teaching-related matters. Please contact library secretary Mrs Pirjo Rummukainen, tel. 050-502 0386 at Lammenkatu library during opening hours with all questions concerning reservations, keys and returnings. A car will be given over to a student only if the student has a written permission with a teacher's signature. On request, a student must be prepared to show his driver's license before the car can be handed over.

## **COLLEGE INFO-TV**

There is an Info-TV-system where students can find up-to-date information relating to studies and daily happenings. TV-screens are usually located in the entrance halls of the premises.

## ACCESS CONTROL

All premises have access control which prevents access during evenings, nights and weekends. Further information on access control will be found on each campus.

## STUDIES ABROAD

Working life is becoming more and more international and it pays to prepare oneself during studies. Students have an option to carry out studies abroad, for example taking on-the-job training in a foreign company or studying for some time at a foreign partnership school.

Studying abroad requires self-motivation, initiative, courage and flexibility. You will gain better language skills, and familiarizing yourself with different work- and study cultures will broaden your horizons.

Please contact your tutoring teacher and international coordinator for further information on international studies.

## NETWORK ETIQUETTE = NETIQUETTE AND THE USE OF NETWORK

Use of information and communication technologies and information network in different ways is an essential part of studying. By means of them you can manage your own data, do your exercises and use different means of electronic communications. Information systems are there to assist you in your work and therefore it is important that systems work faultlessly and are safe. Netiquette is a set of rules for behaving properly,

manageably and easily online. Information network offers information, services, entertainment and a possibility for interaction for its users. As in all activities and communication between people there are rules and regulations for proper behaviour also when using the information network. The purpose of rules and regulations is to prevent illegal or improper use of the network and enable its comfortable and easy use.

It is extremely important that all users of information network know their responsibility for their actions. Every user is responsible for his/her own action while using the network, although the administrators of the network and/or the system can set limits to the use of the network. The fact that some function is not inhibited does not mean that implementation of it is proper or good behaviour.

Familiarize yourself with the netiquette and the rules and regulations for the use of the network at North Karelia Municipal Education and Training Consortium (=PKKY) in the beginning of your studies under the guidance of your teachers and your tutoring teacher. You can find the rules and regulations on the Internet in address <http://www.pkky.fi/opiskelu>.

## **USERNAMES AND PASSWORDS**

To be able to use the information systems, every student has got his / her own personal username. Username is the same as the student number.

You will get your username in the beginning of your studies from your tutoring teacher or a computer-support person after you have signed the network usage

contract, with which you commit yourself to follow the netiquette and the rules and regulations for the use of the network at North Karelia Municipal Education and Training Consortium: <http://www.pkky.fi/opiskelu>.

Username and passwords are personal and they must be kept secret.

The default password is created of the last four characters of your student number and the specifier part of your social security code. All letters in the specifier part are written with capital letters. When you log on the PKKY network for the first time you are asked to change your password. The password must be at the minimum of six (6) characters long. Due to information security reasons your password expires in every 90 days and therefore it has to be changed with intervals of no more than 90 days. You will be notified of the expiration when logging on. The system memorizes the last 10 passwords and does not accept them to be reused. The username will be deadlocked after five (5) attempts to log on with a wrong password. If your username is locked or you don't manage to log on contact your tutoring teacher.

With this student number username you can log on the PKKY network, the Windows operating area and the following systems using the college's computers:

- EDU-student e-mail <http://edu.pkky.fi>
- WinhaWille <https://opiskelijawinha.pkky.fi>
- Moodle – network learning area  
<https://moodle.pkky.fi>
- On-the-job training portal (=TOP-portal)  
<https://top.pkky.fi>
- Electronic PSP (=HOPS)  
<https://opiskelijawinha.pkky.fi>

When you change your password for the PKKY network it will automatically be changed also for all the other systems as well. You can log on Moodle, WinhaWille, TOP-portal and your e-mail also from your home computer. You can change your password also on the internet in address <https://salasana.pkky.fi>.

## **SAVING YOUR OWN FILES AND YOUR NETWORK FOLDER**

Every student has got a 50 MB personal network folder on the college server. The folder may only be used for education purposes. You may not store data that is not included in your studies there, e.g. music, videos or games. Other students don't have access to your personal folder. The use of folders is controlled for example by the help of supervisor programs. Improper use is intervened if necessary.

Home directories can be found on workstation's U-station. The directory path of the server is: \\PKKYNAS\PKKY-OPISKELIJAT\YKSIKKÖ\Opiskelijanumero. Take good care of the contents of your personal folder. Delete unnecessary files to save disk space.

## **THE USE OF YOUR OWN RECORDING MEDIA ON COLLEGE COMPUTERS**

It is allowed to use your own disks and USB flash drives. The student him/herself is responsible for the functionality of his/her recording media. You may save your work using the recording CD and DVD drives in computer classrooms. It is absolutely forbidden to use these devices to copy programs, music, movies or other materials under copyright.

It is strictly forbidden to connect own computers or other data terminal equipment to PKKY network without permission.

## E-MAIL

EDU-student e-mail system enables the student also to publish his/her own personal web home pages.

You can enter your e-mail in address <http://edu.pkky.fi>. Change your password immediately when you start using your e-mail. You find the instructions in address <http://edu.pkky.fi/~ohje> and there salasanen muuttaminen (=changing your password). Through this link you can also find other instructions concerning e-mail and use of web pages.

For example Matti Antero Meikäläinen's - student number 0900123 - e-mail address is [0900123@edu.pkky.fi](mailto:0900123@edu.pkky.fi).

Every student also has got an e-mail address, a so called e-mail alias, which is formed of his/her first name and last name as follows: first name.the first letter of middle name.last name @edu.pkky.fi so Matti's e-mail alias would be [matti.a.meikalainen@edu.pkky.fi](mailto:matti.a.meikalainen@edu.pkky.fi).

You can search for other student's addresses in EDU-student e-mail system under the directory button. For group mailing every student group has got a common e-mail address based on the student group code, for example [RYHMA09@edu.pkky.fi](mailto:RYHMA09@edu.pkky.fi). E-mail addresses of teachers and other members of staff of PKKY are in form [firstname.lastname@pkky.fi](mailto:firstname.lastname@pkky.fi).

## USE OF COMPUTER CLASSROOMS

To make studying fluent and easy everybody has to follow the common rules. Incidents of defect, failure or abuse must without delay be reported to the lecturing teacher or a computer-support person to facilitate the ascertainment of responsibility.

- Don't install or download any programs without permission because they may interfere the functionality of original programs.
- Don't change the setups of computers and programs.
- Don't alter the couplings of the hardware (e.g. keyboard, mouse, power cord).
- Intentional damaging of hardware is forbidden.
- Sharing of files and folders from workstations is forbidden.
- Playing computer games on PKKY hardware is forbidden.
- Destroying or any other abuse of other students' files or those files stored in common directories is forbidden.
- If you have permission from a staff member to work in a computer classroom after school hours, the last person leaving the computer classroom is responsible for switching off the computers, closing the windows, turning off the lights, tidying up the workplace and locking the door.

Following practices may vary in different studying units:

- Leave the computer classroom at latest when students of the following lesson are arriving the classroom. In this way they get the possibility to open their work files or necessary programs before their teacher arrives.
- Don't interrupt other groups' lessons by entering the

classroom in the middle of the lesson. If you have free time in the middle of the school day you may ask the lecturing teacher in the beginning of the lesson if you may use a computer during the lesson. The teacher is however not obliged to receive an outsider in the classroom

during the lesson even though there were computers available.

- If you save folders on the hard disks of computers in computer classrooms, name the folder with your own name and delete it after the work is finished or the lesson has ended. The same applies to common folders also.
- If there are violations or abuse of these rules the classrooms will be closed for all working outside school hours for definite duration.

## **RIGHTS AND DUTIES**

The governing authorities for vocational qualification are The Provincial Government of Eastern Finland and The Finnish National Board of Education. The Law on Vocational Education (630/1998) and The Decree on Vocational Education (811/1998) regulate the vocational training.

The preparatory education for competence-based qualification is regulated by The Law on Vocational Adult Education (631/1998) and The Decree on Vocational Adult Education (812/1998).

## **QUALITY OF EDUCATION**

If you wish to discuss the quality of education, teaching arrangements or other study-related matters, please contact the teachers, tutoring teacher, student services,

head of the relevant programme or the college principal.

## **FEEDBACK – YES, PLEASE!**

In order to further develop the quality and processes in a student and work oriented way, the college is interested in receiving feedback on all its functions and on the quality of education. At the beginning of studies, the students will answer a starter's questionnaire, during the second year a student's questionnaire, and at the end of studies a final questionnaire.

## **RECTIFYING AN ASSESSMENT**

Correction can be requested verbally or in writing from the corresponding teacher or the principal within 14 days of receiving the assessment. If the student is dissatisfied with the new assessment, a written request for correction can be sent within 14 days to the following address:

Pohjois-Karjalan koulutuskuntayhtymä, hallintosihteerin  
PL 70  
80101 JOENSUU

For further information on the rectification of assessments, please contact the student affairs offices and tutoring teachers.

## **STUDY TRIPS**

Students under the age of 18 will need a written parental permission for study trips. The college rules and regulations apply during study trips as they are a part of the education entity.

# RULES AND REGULATIONS FOR STUDENTS AT NORTH KARELIA COLLEGE OUTOKUMPU

The purpose of rules and regulations is to provide a pleasant, safe and healthy working environment for everyone studying at North Karelia College Outokumpu. Consideration of and respect for other people also forwards the learning and personal growth of students.

Rules and regulations apply to all educational situations including lessons, breaks, independent works, projects, on-the-job training periods, study trips and excursions both in homeland and abroad.

Rules and regulations are applicable in all the areas of different departments of North Karelia College Outokumpu and in learning areas closely connected to studying and also in the dormitory. The lot of the college or the department with its buildings and all the areas where studies are carried out according to the curriculum are reckoned to be areas among North Karelia College Outokumpu. Learning areas closely connected to studying are for example different occasions arranged by the college during or outside school hours, occasions held by students in the premises of the college and the occasions where students represent the college. There are also separate rules and regulations for students living in the dormitory.

1 § The student should always participate in the education according to the schedule unless he/she is exempted from it. During on-the-job training periods the student follows the working hours and regulations of the on-the-job training place. A student who without an adequate reason is absent from education can be

regarded as quitted, if it is obvious that he/she does not intend to continue his/her studies. (Vocational Education and Training Act of 1998/630 31§)

2 § If the student is absent from education he/she should without delay inform the teacher in question or the supervisor at on-the-job training place and the tutoring teacher. The student should always bring the teacher a certificate of his/her sick absence.

3 § It is forbidden to insult, intimidate or bully in any way.

4 § It is forbidden to disturb working in educational situations. The teacher has the right to remove the disturbing student from the educational situation.

5 § The use of mobile phones without permission during educational situations is forbidden.

6 § Smoking is allowed only at places reserved for smoking. (Act on action to reduce smoking 487/1999). Smoking is forbidden for all students under 18 in all educational situations.

7 § Possession, use and being under the influence of intoxicants and narcotics in educational situations, in learning areas closely connected to studying and when representing the college is forbidden. Littering of the environment is forbidden. Every student and the school staff are responsible for the cleanliness of the area and premises of their department.

8 § Every student at North Karelia College Outokumpu has to get acquainted with safety regulations according to the departments and subjects and follow them. At

on-the-job training places one should also take possible special details in safety regulations into consideration.

9 § School property must be handled with care.

Liability to pay for damaged or vanished property is determined by Act of Torts (412/74) and Act of Traffic Insurance (279/59). North Karelia College Outokumpu does not answer for property left in its premises.

10 § Stealing is always informed to the police.

11 § Traffic rules and additional directions for parking given by the college are followed in the area of North Karelia College Outokumpu.

12 § Student's insurance coverage of studying is not valid if he/she breaks the bounds of the college.

Breaking the rules and regulations of the college or the dormitory leads to disciplinary procedures.

## **THE DISCIPLINE POLICY AT NORTH KARELIA COLLEGE OUTOKUMPU**

The discipline policy at North Karelia College Outokumpu is based on the Vocational Education and Training Act (630/98 35§). The principle is that in problem situations an effort is always made to quick and constructive co-operation with the student. The guardian of a student aged under 18, representatives of student services in the college and external experts give assistance. There is a student services group at the college including the principal, a special education teacher, a study counsellor, a curator and a student nurse. All members of staff of the college are under an

obligation to interfere in possible contraventions against the rules and regulations of the college and the dormitory and discuss with the student(s) immediately. If the offence is repeated in spite of previous discussion or in severe contraventions against the rules and regulations of the college and the dormitory the following procedure will directly be invoked.

### 1. REPRIMAND

The tutoring teacher will discuss the situation and the reasons that lead to it with the student. The guardian of a student aged under 18 is asked to join the meeting, and a special education teacher, a study counsellor or a curator if needed. A common agreement is made on the correction of the situation and the future courses of action. The tutoring teacher will keep a record of the reprimand on a form and all persons present at the meeting will sign the form. The reprimand is sent off to the guardian of a student aged under 18 and to the student services group.

### 2. WARNING

If the offence is repeated the tutoring teacher will discuss with the division leader, curator and/or special education teacher. After that the tutoring teacher will inform the student about the warning and organize a meeting with the student, the division leader, the representative of student services and the guardian of a student aged under 18.

The tutoring teacher will send the individualized proposal signed by all the persons present at the meeting to the principal. The principal will decide on giving a written warning with statements of the reasons for the decision. The warning is sent off to the guardian of a

student aged under 18. In special cases the principal can at discretion give the student a warning directly.

### 3. SUSPENSION

If the contravention against the rules and regulations of the college is still repeated it will lead to a suspension for a specified and limited period of time from the college, one year at the most. If the contravention against the rules and regulations of the dormitory is still repeated the student will be ejected from the dormitory. Suspension for a period of time will automatically lead to losing of the place in the dormitory.

#### **Suspension for a specified period of time**

The student services group together with the tutoring teacher will clear the situation and hear the guardian of a student aged under 18. At the same time they will clear up the consequences of the suspension for a specified period of time to the studies of the student and specify the personal curriculum.

After that the tutoring teacher will make an individualized and signed proposal for suspension of the student to the principal. The principal will take the proposal for suspension to the school board, which will make the decision of suspension for a specified period of time.

The school board will hear the student when handling the matter of suspension. The student has the possibility to participate in the school board meeting with an assistant.

A written decree of the suspension for a specified period of time is sent off to the student and the guardian of a student aged under 18.

## **Eviction from the dormitory**

The student services group together with the tutoring teacher will clear the situation and hear the student(s) living in the dormitory. After that the tutoring teacher will make an individualized and signed proposal for eviction of the student from the dormitory to the principal. The principal will make the decision of evicting the student from the dormitory. A written decree of the eviction from the dormitory is sent off to the student and the guardian of a student aged under 18.

## **TAKING CARE OF STUDENTS**

There is a comprehensive support-structure ready to lend a hand: tutoring teacher along with other teachers, student counsellor, student welfare officer, special education teacher, student nurse, study secretaries and student tutors.

## **TUTORING TEACHERS**

A tutoring teacher – or, in other words, a “form master” - is responsible for a group of students. Tutoring teacher will initiate you into the surroundings, staff, rules and practices plus several other study-related matters.

Tutoring teachers are also there to help you to make your personal study plan (PSP). They, in their part, will monitor your PSP throughout your studies. Tutoring teachers collaborate with other teachers, student counsellor and student services personnel.

## **COOPERATION WITH HOME**

Tutoring teachers will contact the guardians of students under 18 on a regular basis and keep them up-

to-date with the progress of studies. The guardians will be informed of health and safety issues of the on-the-job training. There will also be parent-teacher meetings and information events where guardians have an opportunity to get to know the school and staff. It is our aim to create an atmosphere where collaboration between school and home is natural and flexible.

Matters concerning financial aid – please contact the study secretaries!

The college has three student affairs offices where you can take care of study-related practical issues like credit registers, PSP, applications for school transport subsidies and student financial aid, meal reimbursements and address data, etc.

## **STUDENT SERVICES FOR SERVING THE STUDENT**

You can always turn to student services with any questions you may have. The team consists of student counsellor, special education teacher, student welfare officer and student nurse.

The aims of student services are manifold: to support the student so that the student has optimum conditions for studies; to prevent any possible problems regarding the process of your studies and personal life; to minimize the number of interruptions/resignations and unnecessary prolongation of studies; and, if necessary, to cooperate with guardians. The offices of student services are located side by side on the second floor on Lammenkatu campus, at the Tekniikkatalo end. There is a lobby in front of the

offices where you can find a self-service station which has application guides and brochures along with health- and welfare-related material. There is also a computer for making applications for further studies.

## **STUDENT COUNSELLING**

Students can turn to the student counsellor for information and advice both on the progress of their current studies and on planning their carriers and further studies. Counselling takes place in counselling classes, small groups and face-to-face appointments. Beside study-related issues, the student counsellor will also assist with other personal matters. Please contact Ms Eine Kurkinen, the student counsellor, by tel. 050 542 3710 or by email (eine.kurkinen@pkky.fi). The counsellor visits all college campuses on a weekly basis.

## **SPECIAL EDUCATION**

Special education teacher Mr Tero Vornanen can be reached by phone (tel. 050 530 2846). His office is in Lammenkatu.

Students have a right to receive special assistance with their studies. The special education will mainly take place in small groups during course teaching, at the same time with the rest of the class or in face-to-face meetings.

The most common reasons for the need of special education are for example dyslexia, problems with concentration or mathematic skills, continuing need for remedial lessons, earlier poor success at school, irregular school attendance, emotional difficulties, behaviour or adaptation problems.

All students will take tests which measures their individual learning capabilities. Based on these tests, earlier observations and discussions, a case-by-case decision is made on the need for special education. A Personal Study Plan For Special Education will be made for each student who receives special education. This will help in creating the best possible conditions for completing the study programme. Concerning students under 18, the guardians will participate in making the plan and monitoring it (L 479/2003).

## **STUDENT WELFARE OFFICER LOOKING OUT FOR YOUR WELFARE**

The office of Ms Leena Saikkonen, the student welfare officer, is situated on the 2nd floor in Lammenkatu. She visits all college campuses every week; her timetable can be seen on the notice board. She can also be reached by phone (tel. 050 342 0128) or by email (leena.saikkonen@pkky.fi).

With the student welfare officer you can talk confidentially about anything that may weigh on your mind. It may concern the college (e.g. problems with motivation or absences, bullying) or personal life (e.g. problems with relationships, your mood or the abuse of intoxicants either by yourself or in your family). It is also possible to discuss financial or housing related matters. The student welfare officer acts as a liaison between college tutors, student union Ompu and the board for PKKY student unions (Pyro).

## **TUTORS HELP WITH PRACTICALITIES**

In addition to our staff, new students can turn to a bunch of cheerful student tutors. They are second or third year

students who already know the processes, environment and staff of our college. They will help you at the beginning of your education in all matters relating to studies.

## **HOW TO ACT IN CASE OF EMERGENCY OR CRISIS**

A crisis is a situation where there is for example an act of violence, a serious accident, suicide or an attempt of one, a death of a student or a member of the staff.

If you notice a fire etc., please follow these instructions:

Assess the situation

- What has happened?
- How many people are affected and what kind of help is needed

Prevent further damages

- Approach anything dangerous with caution
- Rescue those in life-threatening danger
- Warn others

Give emergency first aid

- Commence first aid for those whose life is in immediate danger

Notify the authorities about the emergency

- One phone call to the Emergency Response Centre is enough in all cases

- Dial 112 and:

1. State what has happened and whether it is an accident or an attack of illness
2. State precisely the location of the emergency
3. State your name and where you are calling from
4. Answer any questions asked
5. Do not hang up until told to do so

- Return to the scene of the emergency. Tell that there is help on the way and inform of all the instructions you have received

The college crisis team is, among other things, responsible for organizing post-disaster psychological aftercare. Please contact members of the crisis team if necessary! The first member of the team, who is notified of the emergency, summons the team.

Members of the crisis team:

principal Elisa Pirttilä 050 523 4391

student nurse Helena Oinonen 050 523 8563

student welfare officer Leena Saikkonen 050 342 0128

special education teacher Tero Vornanen 050 530 2846

study counsellor Eine Kurkinen 050 542 3710

teacher Pekka Junninen 050 502 0338

head of Study Programme Eija Tuupanen-Laakkonen

050 5865 062

The crisis team decides on post-disaster aftercare and internal/external publicity.

The college also has a rescue plan which determines in detail the emergency measures and persons in charge. If necessary, there will also be evacuation drills from time to time.

## **IMPORTANT PHONE NUMBERS**

General emergency number 112

Police 071 875 6450

licenses 071 875 6451

## STUDENT HEALTH CARE IN OUTOKUMPU

Liperi health centre, Outokumpu health station is responsible for student health services. The address of the health station is Sairaalakatu 8, 83500 Outokumpu. Student health services are located on the ground floor of the child guidance and family counselling centre. You find the entrance when you go around by the outside to the inner courtyard.

### RECEPTION OF SCHOOL NURSE

The school nurse Helena Oinonen is available by telephone tel. 050 523 8563. At 8.00-9.00 she has reception without appointment for cases of illness, at other times reception only with appointment.

The school nurse is available from Monday to Thursday at 8.00 - 15.30 at the health station, except for the following times and places:

- on Wednesdays at 10.00-14.00 in North Karelia College, Teollisuuskylä
- on Tuesdays at 8.00-13.00 in North Karelia College, Lammenkatu
- on Fridays at 8.00-13.45 health station

The best way to catch up with the school nurse is to call and make an appointment. Feel free to contact her in any possible matter that might weigh on your mind concerning your health, vaccinations, coping and/or your relationships or family.

The nurse can allow you a sick leave certificate for school for example in acute flu or stomach complaint cases. If the student needs a sick leave certificate (s)he should contact the student nurse immediately. If she is

not available the student should contact the nurse on call. Note. A medical certificate can not be written afterwards.

The nurse on call has reception on weekdays at 8.00-16.00 tel. 013-6865 662.

## **DOCTOR'S APPOINTMENT**

Acute illnesses and accidents:

- Mon-Fri at 8.00-16.00, tel. 013-6865 661
- Mon-Fri at 16.00-22.00, doctor's emergency reception takes turns between three different municipal health centres; Outokumpu, Liperi and Polvijärvi.

An announcement about which municipality is on duty can be heard on weekdays after 16.00 from tel. 013-6865 690.

The charge on weekdays is 12.80 € for persons over 18, not charged in acute illnesses. The telephone number for making appointments is 013-6865 661.

Emergency reception on weekday nights at 22.00-8.00 and during the weekends from Friday evening at 22.00 to Monday morning at 8.00 is in Joensuu.

Emergency clinic: Joensuu central hospital, house J, 1. floor, Tikkamäentie 16.

- nurse on call, tel. 013-171 6000
- doctor on call, tel. 013-171 3300

NOTE: The fee of 31,50 € is charged from over 15-year-old ones from the doctor's appointments that have not been used or cancelled.

# FINANCIAL BENEFITS FOR STUDENTS

## STUDENT CARD

Sakki ry –student card entitles you to discounts from VR and Matkahuolto. There are also some shops, swimming pools, cinemas etc. where you can get student discounts. Further information on the student card and how to apply for it will be given at the start of studies by the student union and the study secretaries.

## MEALS –THE BEST PART OFTHE DAY!

The college has three student restaurants. Students in vocational programmes will get daily free lunches. Student restaurants are situated in Lammenkatu and Vanha Kaivos. Students studying in Teollisuuskylä will have lunch at Turula restaurant. So that the lunch process would go smoothly, there are separate lunch hours for student groups. Those entitled to free meals must carry their KELA-card with them. More details on lunch timetables and practices will be given as the school starts.

You are also able to buy coffee, tee, snacks etc. at student prices from the restaurants. Students attending competence-based education are entitled to inexpensive light suppers and light lunches also during evenings and weekends.

## **SPECIAL DIETS**

If necessary, a student is entitled to a special diet meal. The student restaurant must be informed of the diet with a form available from student affairs offices.

Relevant certificates must be attached to the form.

- religious reasons: no attachments
- regular allergies: nurse's certificate
- severe food allergies, diabetics, yeast syndromes etc: doctor's certificate

Students with special diets shall notify any absences to the restaurant themselves.

## **MEAL BENEFIT**

Students in vocational programmes receive 3,50 euros per day as meal benefit for the days when they have not had a chance of lunching at college. However, the benefit is not to be paid for the days when the student for example stays at home writing the diploma work.

The benefit will be paid during the on-the-job training in case the employer does not offer a free lunch or the student is unable to utilize the college restaurants. The benefit is also paid for study trip unless packed lunches are provided by the college restaurants. Work places have various payment practices regarding meals, and meal benefits are checked case-by-case at the start of the on-the-job training period.

The meal benefit is applied afterwards, the tutoring teacher needs it to confirm the validity of the application before it is processed. Please contact study secretaries for information on applying for the meal benefit.

## **STUDENT FINANCIAL AID AND SCHOOL TRANSPORT SUBSIDY**

A full time student, Finnish citizen or a student having the permanent residence permit in Finland, is entitled to the student financial aid. The full-time requirement means a minimum of 3 credits per study month for the school year. The financial aid consists of a study grant, a housing supplement and a government guarantee for a student loan.

### **SCHOOL TRANSPORT SUBSIDY**

Daily journeys to and from school can entitle you to a school transport subsidy. The subsidy requirements include a minimum of 8 weeks continuous studies; furthermore, there are certain provisions about the length and expenses of the school journey.

For further information on student financial aid and school transport subsidy, please contact the student affairs offices and [www.kela.fi](http://www.kela.fi).

### **OTHER FINANCIERS**

Students may get financial help also from some insurance companies or the Education Fund which is specialized in adult education. These financiers have their own requirements and conditions.

For further information, please see for example [www.mol.fi](http://www.mol.fi) and [www.koulutusrahasto.fi](http://www.koulutusrahasto.fi).

## **INSURANCES**

Insurance coverage is arranged with Pohjola Insurance Company. Students are covered by the Education and Training Consortium group accident insurance, statutory accident insurance, on-the-job training insurance and group travel insurance.

The group accident insurance covers the students during regular school hours, classes and breaks, and also when participating in sports events, field trips, visits to companies, exhibitions and other events which have been organized by the college and which are part of the study programme.

In addition, the group accident insurance covers the journeys to and from school/courses via the most direct route. Accidents and occupational diseases which have occurred in educational circumstances resembling work conditions are covered by the statutory accident insurance.

## **KAHVIHUONEILMIÖ - THE COFFEE HOUSE EFFECT**

In the city centre of Outokumpu in Syrjäkatu there is a coffee house run by students, where you can hang out, watch movies, meet people, have a nice cup of coffee and organise different kinds of events and happenings.

For additional information see the internet:

<http://okustudentcafe.blogspot.com>.

## **OUTOKUMPU SWIMMING POOL AND GYM**

Visits to Outokumpu swimming pool and gym cost students 1 euro/visit.

## **OUTOKUMPU EVANGELICAL-LUTHERAN CONGREGATION**

Congregation offers conversational help, activities for adolescents and students and many other events and activities. You are very welcome to participate! Congregation also offers financial help. In such case contact the deacon.

Read more: [www.outokummunseurakunta.fi](http://www.outokummunseurakunta.fi).

Youth and student chaplain Elina Hynynen,  
tel. 050 5515 456

Chaplain on call at Outokumpu church on Fridays at  
10–12 or as arranged.

Deacon Heini Meuronen tel. 050 5206 599

Deacon on call at Outokumpu church on Thursdays at  
10–12 or as arranged.



3

Maanantai · Monday

Nea, Linnea, Neea, Vennamo

4

Tiistai · Tuesday

Veera

5

Keskiviikko · Wednesday

Salme, Sanelma

6

Torstai · Thursday

Toimi, Keimo

7

Perjantai · Friday

Lahja

8

Lauantai · Saturday

Sylvi, Sylvia, Silva

9

Sunnuntai · Sunday

Erja, Eira

10 Maanantai • Monday  
Lauri, Lasse, Lassi

11 Tiistai • Tuesday  
Sanna, Susanna, Sanni, Susanne

12 Keskiviikko • Wednesday  
Klaara

1. jakso/period 12.8.-2.10.

13 Torstai • Thursday  
Jesse

14 Perjantai • Friday  
Onerva, Kanerva

15 Lauantai • Saturday  
Marjatta, Marja  
Jaana, Marjo

16 Sunnuntai • Sunday  
Aulis

17 Maanantai · Monday  
Verner

18 Tiistai · Tuesday  
Leevi

19 Keskiviikko · Wednesday  
Mauno,Manu

20 Torstai · Thursday  
Sami,Samuli,  
Sanu,Samuel

21 Perjantai · Friday  
Soini,Veini

22 Lauantai · Saturday  
Iivari,livo

23 Sunnuntai · Sunday  
Signe,Varma

24 Maanantai · Monday  
Perttu

25 Tiistai · Tuesday  
Loviisa

26 Keskiviikko · Wednesday  
Ilmi, Ilma, Ilmari

yleinen tentti klo 15.00

27 Torstai · Thursday  
Rauli

28 Perjantai · Friday  
Tauno

29 Lauantai · Saturday  
Iina, Iines, Inari

30 Sunnuntai · Sunday  
Eemil, Eemeli

**31** Maanantai • Monday  
Arvi

**1** Tiistai • Tuesday  
Pirkka

**2** Keskiviikko • Wednesday  
Sinikka, Sini

**3** Torstai • Thursday  
Soile, Soili, Soila

**4** Perjantai • Friday  
Ansa

**5** Lauantai • Saturday  
Roni, Mainio

**6** Sunnuntai • Sunday  
Asko

7 Maanantai · Monday  
Miro, Arho, Arhippa

8 Tiistai · Tuesday  
Taimi

9 Keskiviikko · Wednesday  
Eevert, Isto

10 Torstai · Thursday  
Kalevi, Kaleva

11 Perjantai · Friday  
Santeri, Aleksanteri,  
Aleksandra, Santtu, Ali, Ale

12 Lauantai · Saturday  
Valma, Vilja

13 Sunnuntai · Sunday  
Orvo

**14** Maanantai · Monday  
lida \_\_\_\_\_

**15** Tiistai · Tuesday  
Sirpa \_\_\_\_\_

**16** Keskiviikko · Wednesday  
Hilla, Hellevi,  
Hillevi, Hille \_\_\_\_\_

**17** Torstai · Thursday  
Aili, Aila \_\_\_\_\_

**18** Perjantai · Friday  
Tyyne, Tytti, Tyyni \_\_\_\_\_

**19** Lauantai · Saturday  
Reija \_\_\_\_\_

**20** Sunnuntai · Sunday  
Varpu, Vaula \_\_\_\_\_

**21** Maanantai · Monday  
Mervi

**22** Tiistai · Tuesday  
Mauri

**23** Keskiviikko · Wednesday  
Mielikki

yleinen tentti klo 15.00

**24** Torstai · Thursday  
Alvar, Auno

**25** Perjantai · Friday  
Kullervo

**26** Lauantai · Saturday  
Kuisma

**27** Sunnuntai · Sunday  
Vesa

**28** Maanantai · Monday  
Arja

**29** Tiistai · Tuesday  
Mikko, Mikael,  
Mika, Miika

**30** Keskiviikko · Wednesday  
Sirja, Sorja

**1** Torstai · Thursday  
Rauno, Rainer,  
Raine, Rauno

**2** Perjantai · Friday  
Valio

**3** Lauantai · Saturday  
Raimo

**4** Sunnuntai · Sunday  
Saija, Saira

5

Maanantai · Monday

Inkeri, Inka

2. jakso/period 5.10.-4.12.

6

Tiistai · Tuesday

Pinja, Minttu

7

Keskiviikko · Wednesday

Pirkko, Pirjo, Piritta,  
Äirita, Birgitta

8

Torstai · Thursday

Hilja

9

Perjantai · Friday

Ilona

10

Lauantai · Saturday

Aleksi, Aleksis

11

Sunnuntai · Sunday

Otto, Ohto

**12** Maanantai • Monday  
Aarne, Aarto

syysloma/autumn holiday 12.-16.10.

**13** Tiistai • Tuesday  
Taina, Tanja, Taija

**14** Keskiviikko • Wednesday  
Elsa, Else, Elsi

**15** Torstai • Thursday  
Helvi, Heta

**16** Perjantai • Friday  
Sirikka, Sirkku

**17** Lauantai • Saturday  
Saana, Sini

**18** Sunnuntai • Sunday  
Satu, Säde

19 Maanantai · Monday  
Uljas

20 Tiistai · Tuesday  
Kasper, Kauno

21 Keskiviikko · Wednesday  
Ursula

22 Torstai · Thursday  
Anja, Anita, Anniina,  
Anitta

23 Perjantai · Friday  
Severi

24 Lauantai · Saturday  
Rasmus, Asmo

25 Sunnuntai · Sunday  
Sointu

**26** Maanantai • Monday  
Niina, Nina, Amanda, \_\_\_\_\_  
Manta \_\_\_\_\_

**27** Tiistai • Tuesday  
Helli, Hellin, Hellä, \_\_\_\_\_  
Helle \_\_\_\_\_

**28** Keskiviikko • Wednesday  
Simo \_\_\_\_\_

yleinen tentti klo 15.00

**29** Torstai • Thursday  
Alfred, Urmas \_\_\_\_\_

**30** Perjantai • Friday  
Eila \_\_\_\_\_

**31** Lauantai • Saturday  
Arto, Arttu, Artturi \_\_\_\_\_

Pyhänpäivä

**1** Sunnuntai • Sunday  
Pry, Lyly \_\_\_\_\_

2 Maanantai · Monday  
Topi, Topias

3 Tiistai · Tuesday  
Terho

4 Keskiviikko · Wednesday  
Hertha

5 Torstai · Thursday  
Reima

6 Perjantai · Friday  
Kustaa Aafolf

7 Lauantai · Saturday  
Taito

8 Sunnuntai · Sunday  
Aatos

**9** Maanantai • Monday  
Teuvo \_\_\_\_\_

**10** Tiistai • Tuesday  
Martti \_\_\_\_\_

**11** Keskiviikko • Wednesday  
Panu \_\_\_\_\_

**12** Torstai • Thursday  
Virpi \_\_\_\_\_

**13** Perjantai • Friday  
Kristian, Ano \_\_\_\_\_

**14** Lauantai • Saturday  
Iiris \_\_\_\_\_

**15** Sunnuntai • Sunday  
Janina, Janika, Janita, \_\_\_\_\_  
Janette \_\_\_\_\_

16 Maanantai • Monday  
Aarne, Aarno, Aarmi

17 Tiistai • Tuesday  
Eino, Einari

18 Keskiviikko • Wednesday  
Tenho, Jousia

yleinen tentti klo 15.00

19 Torstai • Thursday  
Liisa, Elisa, Eliisa, Liisi,  
Elisabet, Elise

20 Perjantai • Friday  
Jari, Jalmari

21 Lauantai • Saturday  
Hilma

22 Sunnuntai • Sunday  
Silja, Selja

**23** Maanantai · Monday  
Ismo \_\_\_\_\_

**24** Tiistai · Tuesday  
Lempi, Lemmikki,  
Sivi \_\_\_\_\_

**25** Keskiviikko · Wednesday  
Katri, Kaija, Katja,  
Kaisa, Kati, Kaarina \_\_\_\_\_

**26** Torstai · Thursday  
Sisko \_\_\_\_\_

**27** Perjantai · Friday  
Hilkka \_\_\_\_\_

**28** Lauantai · Saturday  
Helmi \_\_\_\_\_

**29** Sunnuntai · Sunday  
Aimo \_\_\_\_\_

30

Maanantai • Monday

Antti, Antero, Atte

1

Tiistai • Tuesday

Oskari

2

Keskiviikko • Wednesday

Anelma, Unelma

3

Torstai • Thursday

Meri, Vellamo

4

Perjantai • Friday

Airi, Aira

5

Lauantai • Saturday

Selma

6

Sunnuntai • Sunday

Niilo, Niko, Nikolai,

Niklas

7 Maanantai • Monday  
Sampsä \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. jakso/period 7.12.2009 - 5.2.2010

8 Tiistai • Tuesday  
Kyllikki, Kylli \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9 Keskiviikko • Wednesday  
Anna, Anne, Anni,  
Anu, Anneli, Annikki, Annika, Annukka \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

yleinen tentti klo 15.00

10 Torstai • Thursday  
Jutta \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

11 Perjantai • Friday  
Tatu, Taneli, Daniel \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

12 Lauantai • Saturday  
Tuovi \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

13 Sunnuntai • Sunday  
Seija \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

14 Maanantai · Monday  
Jouko \_\_\_\_\_

15 Tiistai · Tuesday  
Heimo \_\_\_\_\_

16 Keskiviikko · Wednesday  
Auli, Aulikki, Aada \_\_\_\_\_

17 Torstai · Thursday  
Raakel \_\_\_\_\_

18 Perjantai · Friday  
Aapo, Rami, Aappo \_\_\_\_\_

19 Lauantai · Saturday  
Iiso, Iisakko, Ilkka, Isko \_\_\_\_\_

syyslukukausi päättyy/autumn term ends

20 Sunnuntai · Sunday  
Benjamin, Kerikko \_\_\_\_\_

**21** Maanantai • Monday  
Tuomas, Tomi, Tommi,  
Tuomo

**22** Tiistai • Tuesday  
Raafael

**23** Keskiviikko • Wednesday  
Senni

**24** Torstai • Thursday  
Aatami, Eeva, Eevi

**25** Perjantai • Friday

**26** Lauantai • Saturday  
Tapani, Teppo, Tahvo

**27** Sunnuntai • Sunday  
Hannu, Hannes

28 Maanantai · Monday  
Piiia \_\_\_\_\_

29 Tiistai · Tuesday  
Rauha \_\_\_\_\_

30 Keskiviikko · Wednesday  
Taavetti, Taavi, Daavid \_\_\_\_\_

31 Torstai · Thursday  
Sylvester, Silvo \_\_\_\_\_

1 Perjantai · Friday  
\_\_\_\_\_

2 Lauantai · Saturday  
Aapeli \_\_\_\_\_

3 Sunnuntai · Sunday  
Elno, Elmeri, Elmer \_\_\_\_\_

4 Maanantai • Monday  
Ruut \_\_\_\_\_

kevätlukukausi alkaa/spring term starts

5 Tiistai • Tuesday  
Lea, Leea \_\_\_\_\_

6 Keskiviikko • Wednesday  
Harri \_\_\_\_\_

7 Torstai • Thursday  
Aku, Aukista,  
August \_\_\_\_\_

8 Perjantai • Friday  
Titta, Hilppa \_\_\_\_\_

9 Lauantai • Saturday  
Veikko, Veli, Veijo,  
Veikka \_\_\_\_\_

10 Sunnuntai • Sunday  
Nyyrikki \_\_\_\_\_

11 Maanantai · Monday  
Kari, Karri

12 Tiistai · Tuesday  
Toini

13 Keskiviikko · Wednesday  
Nuutti

14 Torstai · Thursday  
Sakari, Saku

15 Perjantai · Friday  
Solja

16 Lauantai · Saturday  
Ilmari, Ilmo

17 Sunnuntai · Sunday  
Toni, Anton, Anttoni,  
Antto

**18** Maanantai · Monday  
Laura

**19** Tiistai · Tuesday  
Heikki, Henrik, Henri,  
Henrikki

**20** Keskiviikko · Wednesday  
Henna, Henni,  
Henriikka, Sebastian

yleinen tentti klo 15.00

**21** Torstai · Thursday  
Aune, Oona, Netta,  
Auni

**22** Perjantai · Friday  
Visa

**23** Lauantai · Saturday  
Enni, Eine, Eini

**24** Sunnuntai · Sunday  
Senja

**25** Maanantai · Monday  
Paavo, Pauli, Paul,  
Paavali

**26** Tiistai · Tuesday  
Joonatan

**27** Keskiviikko · Wednesday  
Viljo

**28** Torstai · Thursday  
Kalle, Kaarlo, Kaarle,  
Mies

**29** Perjantai · Friday  
Valtteri

**30** Lauantai · Saturday  
Irja

**31** Sunnuntai · Sunday  
Alli

1 Maanantai • Monday  
Riitta \_\_\_\_\_

2 Tiistai • Tuesday  
Jemina, Aamu, Lumi \_\_\_\_\_

3 Keskiviikko • Wednesday  
Valo \_\_\_\_\_

4 Torstai • Thursday  
Armi, Ronja \_\_\_\_\_

5 Perjantai • Friday  
Asser \_\_\_\_\_

6 Lauantai • Saturday  
Terhi, Teija, Tiia, Tea,  
Terhikki \_\_\_\_\_

7 Sunnuntai • Sunday  
Riku, Rikhard \_\_\_\_\_

8

Maanantai · Monday

Laina

4. jakso/period 8.2.2010 - 9.4.2010

9

Tiistai · Tuesday

Raija, Raisa

10

Keskiviikko · Wednesday

Elina, Ella, Ellen, Elna

11

Torstai · Thursday

Talvikki

12

Perjantai · Friday

Elma, Elmi

13

Lauantai · Saturday

Sulo, Sukho

14

Sunnuntai · Sunday

Voitto, Valentin, Tino

15 Maanantai • Monday  
Sipi, Sippo

16 Tiistai • Tuesday  
Kai

17 Keskiviikko • Wednesday  
Vainö, Väinmö,  
Karita, Rita

yleinen tentti klo 15.00

18 Torstai • Thursday  
Kaino

19 Perjantai • Friday  
Eija

20 Lauantai • Saturday  
Heli, Helinä, Heljä,  
Hely

21 Sunnuntai • Sunday  
Keijo

**22** Maanantai • Monday  
Tuulikki, Tuuli, Tuulia \_\_\_\_\_  
Hilda \_\_\_\_\_

**23** Tiistai • Tuesday  
Aslak \_\_\_\_\_

**24** Keskiviikko • Wednesday  
Matti, Matias \_\_\_\_\_

**25** Torstai • Thursday  
Tuija, Tuire \_\_\_\_\_

**26** Perjantai • Friday  
Nestori \_\_\_\_\_

**27** Lauantai • Saturday  
Torsti \_\_\_\_\_

**28** Sunnuntai • Sunday  
Onni \_\_\_\_\_

1 Maanantai • Monday  
Alpo, Alvi, Alpi

2 Tiistai • Tuesday  
Virve, Virva, Fanni

3 Keskiviikko • Wednesday  
Kauko

4 Torstai • Thursday  
Ari, Arsi, Atro

5 Perjantai • Friday  
Leila, Laila

6 Lauantai • Saturday  
Tarmo

7 Sunnuntai • Sunday  
Tarja, Taru

8 Maanantai · Monday  
Vilppu \_\_\_\_\_

talviloma/winter holiday 8.-12.3.

9 Tiistai · Tuesday  
Auvo \_\_\_\_\_

10 Keskiviikko · Wednesday  
Auroora, Aura, Auri \_\_\_\_\_

11 Torstai · Thursday  
Kalervo \_\_\_\_\_

12 Perjantai · Friday  
Reijo, Reko \_\_\_\_\_

13 Lauantai · Saturday  
Erno, Ernesti, Tarvo \_\_\_\_\_

14 Sunnuntai · Sunday  
Matilda, Tilda, Mette \_\_\_\_\_

15 Maanantai • Monday  
Risto \_\_\_\_\_

16 Tiistai • Tuesday  
Ilkka \_\_\_\_\_

17 Keskiviikko • Wednesday  
Kerttu, Kerttuli \_\_\_\_\_

yleinen tentti klo 15.00

18 Torstai • Thursday  
Eetu, Edvard \_\_\_\_\_

19 Perjantai • Friday  
Juuso, Josefiina,  
Jooseppi, Josef \_\_\_\_\_

20 Lauantai • Saturday  
Aki, Kim, Joakim,  
Jaakkima \_\_\_\_\_

21 Sunnuntai • Sunday  
Pentti \_\_\_\_\_

**22** Maanantai · Monday  
Vihtori

**23** Tiistai · Tuesday  
Akseli

**24** Keskiviikko · Wednesday  
Kaapriel, Kaapo,  
Kaapro, Kaappo

**25** Torstai · Thursday  
Aija

**26** Perjantai · Friday  
Manu, Manne, Immo,  
Immanuel

**27** Lauantai · Saturday  
Sauli, Saul

**28** Sunnuntai · Sunday  
Armas

29 Maanantai • Monday  
Jouni, Joni, Joonas,  
Joona, Jonne, Jonni

30 Tiistai • Tuesday  
Usko

31 Keskiviikko • Wednesday  
Irma, Irmeli

1 Torstai • Thursday  
Raita, Pulmu, Peppi

2 Perjantai • Friday  
Pellervo

3 Lauantai • Saturday  
Sampo, Veeti

4 Sunnuntai • Sunday  
Ulko

5

Maanantai · Monday

Irene, Irina, Ira, Iro

6

Tiistai · Tuesday

Ville, Vilho,

Vilhelm, Vikjami, Vili, Jami

7

Keskiviikko · Wednesday

Allan, Ahvo

8

Torstai · Thursday

Suoma, Suometar

9

Perjantai · Friday

Elias, Eelis, Eeli, Eljas

10

Lauantai · Saturday

Tero

11

Sunnuntai · Sunday

Verna, Minea

**12** Maanantai • Monday  
Julia, Julius, Juliaana, \_\_\_\_\_  
Janna \_\_\_\_\_

5. jakso/period 12.4.2010-4.6.2010

**13** Tiistai • Tuesday  
Tellervo \_\_\_\_\_

**14** Keskiviikko • Wednesday  
Taito \_\_\_\_\_

**15** Torstai • Thursday  
Linda, Tuovi \_\_\_\_\_

**16** Perjantai • Friday  
Jalo, Patrik \_\_\_\_\_

**17** Lauantai • Saturday  
Otto \_\_\_\_\_

**18** Sunnuntai • Sunday  
Valto, Valdemar \_\_\_\_\_

19 Maanantai • Monday  
Pilvi, Pälvi

20 Tiistai • Tuesday  
Lauha, Nella

21 Keskiviikko • Wednesday  
Anssi, Anselmi

yleinen tentti klo 15.00

22 Torstai • Thursday  
Alina

23 Perjantai • Friday  
Yrjo, Jyrki, Jyri, Jori,  
Yrjänä, Jiri

24 Lauantai • Saturday  
Vertti, Albert, Altti

25 Sunnuntai • Sunday  
Markku, Marko,  
Markus

**26** Maanantai · Monday  
Terttu, Teresa, Tessa

**27** Tiistai · Tuesday  
Merja

**28** Keskiviikko · Wednesday  
Ipo, Tuure, Ilppo

**29** Torstai · Thursday  
Teijo

**30** Perjantai · Friday  
Mirja, Miia, Mira,  
Mirva, Mirjami, Mirka, Mirkka

**1** Lauantai · Saturday  
Vappu, Valpuri

**2** Sunnuntai · Sunday  
Vuokko, Viivi

3 Maanantai · Monday  
Outi \_\_\_\_\_

4 Tiistai · Tuesday  
Roosa, Ruusu, Rosa \_\_\_\_\_

5 Keskiviikko · Wednesday  
Maaini, Melina \_\_\_\_\_

yleinen tentti klo 15.00

6 Torstai · Thursday  
Ylermi \_\_\_\_\_

7 Perjantai · Friday  
Helmi, Kastehelmi \_\_\_\_\_

8 Lauantai · Saturday  
Heino \_\_\_\_\_

9 Sunnuntai · Sunday  
Timo, Timi \_\_\_\_\_

**10** Maanantai • Monday  
Aino, Aini, Aina, Ainikki

**11** Tiistai • Tuesday  
Osma

**12** Keskiviikko • Wednesday  
Lotta

**13** Torstai • Thursday  
Kukka, Floora

**14** Perjantai • Friday  
Tuula

**15** Lauantai • Saturday  
Sofia, Sonja, Sohvi

**16** Sunnuntai • Sunday  
Ester, Essi, Esteri

17 Maanantai • Monday  
Maila, Mailis, Maili, \_\_\_\_\_  
Rebekka, Maisa \_\_\_\_\_

18 Tiistai • Tuesday  
Erkki, Eero, Eerik, \_\_\_\_\_  
Eerika, Eerikki, Erka \_\_\_\_\_

19 Keskiviikko • Wednesday  
Emilia, Emma, Emmi, \_\_\_\_\_  
Milla, Milja, Milka, Amalia, Milla \_\_\_\_\_

yleinen tentti klo 15.00

20 Torstai • Thursday  
Lilja, Karoliina, Lilli \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

21 Perjantai • Friday  
Kosti, Konsta, Konstantin \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

22 Lauantai • Saturday  
Hemminki, Hemmo \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

23 Sunnuntai • Sunday  
Lyyli, Lyydia \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**24** Maanantai · Monday  
Tuukka, Touko

**25** Tiistai · Tuesday  
Urpo

**26** Keskiviikko · Wednesday  
Minna, Vilma,  
Vilhelmiina, Miina, Mimmi

**27** Torstai · Thursday  
Ritva

**28** Perjantai · Friday  
Alma

**29** Lauantai · Saturday  
Oiva, Oliver, Olivia,  
Oivi

**30** Sunnuntai · Sunday  
Pasi

31

Maanantai · Monday  
Helka, Helga

1

Tiistai · Tuesday  
Teemu

2

Keskiviikko · Wednesday  
Venla

3

Torstai · Thursday  
Orvokki, Viola

4

Perjantai · Friday  
Toivo

lukuvuosi päättyy/school ends - valmistumisjuhla

5

Lauantai · Saturday  
Sulevi

6

Sunnuntai · Sunday  
Kustaa, Kyösti

7 Maanantai • Monday  
Suvi, Roope

8 Tiistai • Tuesday  
Salomon

9 Keskiviikko • Wednesday  
Ensio

10 Torstai • Thursday  
Seppo

11 Perjantai • Friday  
Impi

12 Lauantai • Saturday  
Esko

13 Sunnuntai • Sunday  
Raili, Raila

14 Maanantai • Monday  
Kielo, Pihla

15 Tiistai • Tuesday  
Vieno, Moona

16 Keskiviikko • Wednesday  
Päivi, Päivikki

17 Torstai • Thursday  
Urho

18 Perjantai • Friday  
Tapio

19 Lauantai • Saturday  
Siiri

20 Sunnuntai • Sunday  
Into

**21** Maanantai • Monday  
Ahti

**22** Tiistai • Tuesday  
Paula, Pauliina, Liina

**23** Keskiviikko • Wednesday  
Aatu, Aatto, Aadolf

**24** Torstai • Thursday  
Johannes, Juhani, Juha,  
Jukka, Janne, Juho, Jani, Jussi, Juhana

**25** Perjantai • Friday  
Utuno

**26** Lauantai • Saturday  
Jorma, Jarmo, Jarkko,  
Jarno, Jere, Jeremias

**27** Sunnuntai • Sunday  
Elviira, Elvi

