

Welcome to teach at Turku UAS!

I hope You could spare a few moments to browse through this leaflet. It contains a lot of useful information to guide You through all the bureaucraties related to your visit here.

Verification of right to work in Finland

If your nationality is other than Finland, please send the following documents to the HR Services at Turku UAS via [secure mail](#), depending on your nationality:

1. Nationality other than EU/EEA: copy of your residence permit card (both sides) + copy of your passport
2. Nationality other EU/EEA: copy of your ID issued by your own country

Personal information form

First things first: to get started, please fill in the [personal information form](#). The information is needed for your contract of employment and payment of salary. If your address or bank information change later on, you can use the same form to update your information to Turku UAS. If you do not have Suomi.fi e-identification in your use and thus cannot fill in the form, please contact palkat.taideakatemia@turkuamk.fi.

Contract of Employment

The contract will be sent to you via an electronic signing service. The signing itself requires Suomi.fi e-identification. If you cannot use a strong e-identification, please let us know so that your signature can be given using a light e-identification method. Please download a copy of your contract to yourself after signing.

Salary Payment

Please notice that signing the contract alone will not result in salary payment. In addition, you need to [report your hours](#) after the teaching is completed. You will find a QR code as well as a link in your contract of employment to do that and the link is also above. The report can be returned at any time, but the salary is paid in accordance with the salary payment schedule (below). Please notice that the work hour is 60 minutes. Working time includes preparation, teaching, and assessment in a pre-agreed maximum number of hours for the work. Lunch or other breaks in the middle of the teaching day are not considered as working hours.

The salary is determined taking into account the demanding nature of the work, the level of education, and the employee's competence, in relation to the agreed job. In order to assess your work experience, the employee must submit sufficient information (e.g., an extensive CV) to the Head of Education and Research before signing the employment contract.

Any remote work must be carried out in Finland.

If you are sick and cannot work during your pre-scheduled work hours, you are entitled for a sick leave. Sick leave must be reported to the Head of Education and Research of the relevant programme as soon as possible, no later than the teaching day. For absences of more than five calendar days, a sick leave certificate must be sent by [secure mail](#) to the HR services of the University of Applied Sciences.

Tax Card

If you have a **Finnish tax card**, you do not need to deliver the tax card to Turku UAS, the information will be received online directly from the tax authorities.

If you do not have a Finnish tax card, please contact palkat.taideakatemia@turkuamk.fi .

Pay Slip

The pay slip will be available in online bank only. The provider of the pay slip is Tieto and the slip should appear in your online bank on payday at the latest.

Travel Expenses

Travel expenses can be reimbursed for those coming from outside the Turku working area, if agreed with the head of education when making the work agreement. The reimbursement will be paid according to the cheapest public transport option, even if you have travelled by your own car. Please fill out the travel and expense form for trips you have paid for yourself and the use of your own car. Taxi trips are not reimbursed.

Use this form: <https://turkuamk.e-lomake.fi/lomakkeet/776/lomake.html>.

If you teach on several days, and this has been agreed upon, we will book accommodation for you in Turku.

User ID for Turku UAS Network and Electronic Key

If you need access to the TUAS network, please contact the Head of Education and Research of your degree programme (you will find the information below) in order to get a username and password for the Turku UAS computer network. This is rarely necessary if your visit here is short. The same applies for the electronic key.

If any questions arise, please do not hesitate to contact us:

General information: palkat.taideakatemia@turkuamk.fi or pirjo.varila@turkuamk.fi

Performing Arts and Music: Eero Linjama, +358 50 5985 251 or eero.linjama@turkuamk.fi

Fine Arts ja Master School: Taina Erävaara, +358 50 5985 283 or taina.eravaara@turkuamk.fi

Film and Media: Markus Hatakka, +358 50 5985 226 or markus.hatakka@turkuamk.fi

Salary Payment Schedule

Information at Turku UAS	Payment day
28.4.2025	15.5.2025
13.5.2025	30.5.2025
27.5.2025	13.6.2025
11.6.2025	30.6.2025
27.6.2025	15.7.2025
15.7.2025	31.7.2025
30.7.2025	15.8.2025
13.8.2025	29.8.2025
28.8.2025	15.9.2025
12.9.2025	30.9.2025
29.9.2025	15.10.2025
15.10.2025	31.10.2025
29.10.2025	14.11.2025
12.11.2025	28.11.2025
27.11.2025*	15.12.2025
10.12.2025*	31.12.2025
* Please comply with other instructions, if given	

Ethical guidelines for teachers

Turku UAS is committed to the ethical guidelines pronounced in the #NOMORE campaign of the Ministry of Education and Culture. All students, teachers and other staff have the right to study and work in a safe environment that supports their wellbeing. Everyone who witnesses harassment has a duty to raise the issue and to intervene in the situation as well as to encourage those concerned to raise the issue of unwanted behaviour. In particular, this applies to managers and teachers.

What is harassment?

Harassment can be defined as repetitive and systematic inappropriate behaviour that adversely affects or threatens the health and safety of an employee. The different forms of harassment include bullying, mental abuse, name-calling, pressure, exclusion, belittling or ridiculing a person's role or reputation.

Sexual harassment is a sexual act committed by touch or in a manner comparable to it in severity which threatens the psychological or physical integrity of a person. Touching includes stroking or squeezing body parts that are generally considered sexual and kissing. Other forms of sexual harassment include unwelcome verbal or non-verbal conduct, such as sexually charged talk, showing sexual imagery or revealing oneself.

Work discrimination refers to inappropriate treatment for a discriminatory reason, such as age, gender, belief, illness or other personal factors. Sexual harassment may also meet the criteria of work discrimination if the harasser is the employer or an employer representative.

Harassment on social media means, for example, hate speech or bullying on social media or disturbing feedback that involves personal matters.

Not all conflicts and unpleasant situations constitute harassment or inappropriate conduct as referred to in the Occupational Safety and Health Act. However, a type of behaviour can still be irresponsible work behaviour that interferes with and hinders the work community's operations and causes resentment, irritation and a decrease in work motivation in other members of the work community. Irresponsible behaviour may also lead to disciplinary measures being taken, even if it would not be treated as harassment under the Occupational Safety and Health Act. Harassment should also not be confused with measures that arise from the employer's management powers, such powers arising from the law, contract or established practice or appropriate admonition and disciplinary measures, regardless of how unpleasant these might feel.

Turku UAS' Community Etiquette

In our university of applied sciences, we follow freedom of science, research, and art. We can address all societal themes and phenomena in our activities. We follow the principles of community etiquette in all interactions within the community in our spaces, events, and activities, whether physically, socially, or online.

- 1.** We respect each student's and employee's peace, privacy, and personal physical and mental space.
- 2.** We do not tolerate discrimination or inappropriate behaviour. We have a procedure in place to address discrimination and inappropriate behaviour. We encourage our community members to report any discrimination or inappropriate behaviour they encounter.
- 3.** We recognize the diversity within our community and appreciate individual differences. We see diversity as an opportunity to learn.
- 4.** We treat each person as an individual. We do not make unnecessary assumptions based on, for example, external appearance.
- 5.** We use non-discriminatory language. We do not use racist or stigmatizing expressions based on gender, disability, or health in our speech, actions, or behaviour. We avoid stereotypes and offensive humour.
- 6.** We communicate politely and respectfully.
- 7.** We ensure that everyone has the space to be seen, heard, and valued. We listen to others and strive to be open to new perspectives.
- 8.** We value each other's time and follow the agreed schedules.
- 9.** We aim to discuss views and opinions in a constructive and respectful manner. We recognize that invoking freedom of speech does not justify offensive language.
- 10.** When photographing or filming videos outside of public spaces, we ensure it is accepted by everyone involved. We do not share or publish photos or videos without permission. At Turku UAS, the areas that are open to public are considered public spaces.
- 11.** Each of us ensures through our actions that our community is a harassment- and discrimination-free zone, where prevails a good professional climate which we have created together.

Secure Mail

Instructions for sending email to HR Services via encrypted email service

1. Register as a sender on page <https://securemail.turkuamk.fi>
 - Enter your private email address on the form.
 - Enter the four-character code displayed on the page in the control field. This ensures that the form is being used by a human, not a spamming bot.
 - Click on "Continue" and then on the "Register" buttons.
2. You will receive an email with a link to the submission form. • The link will be available for sending secure email for 10 days.
3. Open the form, fill in the necessary information:
 - The recipient's email address: hr-palvelut@turkuamk.fi
 - Message subject
 - Message content
 - Add any attachments necessary. Remember to press the "Attach" button.
4. Click "Submit".