

# SIBELIUS ACADEMY



# Student services in Sibelius Academy

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# Registration for the academic year

- ✦ **Students need to register as attending or non-attending on a yearly basis in Peppi. Registration period is from May till August. In Peppi you may also update your own contact details anytime.**
- ✦ **You may change your student status from non-attending to attending all year round but from attending to non-attending you can only change during registration periods in May-August and December-January (please look the exact dates from Artsi).**
- ✦ **All basic degree students who register as attending (bachelor's or/and master's degree students) automatically become members of the University of the Arts Helsinki Student Union and must pay the student union membership fee when enrolling.**
- ✦ **Even if you are abroad as an exchange student or doing a practical training, you need to register as an attending student.**

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# Failure to register

- ✦ In case the student forgets to do the registration on time, he will need to pay a re-registration fee of 35 € if he wants to gain his student status (either attending or non-attending).
- ✦ If the student only starts the process of re-enrolment after the autumn semester, he will need to apply to the academy in writing to be readmitted as a student.
- ✦ [siba.opintopalvelut@uniarts.fi](mailto:siba.opintopalvelut@uniarts.fi)

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# **Why does it matter if I register or not?**

- \* Attending student may enroll to courses, get tuition study attainments, book and use the facilities of Sibelius Academy**
- \* Non-attending students may use Artsi and Webmail but other services are not available to them during their non-attendance.**
- \* Non-attending students and students who have been removed from the register don't have user rights in the University of the Arts Helsinki facilities.**

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# **How long and when can I be absent from my studies?**

- \* As a first year student you may only be absent for statutory grounds: military service or non-military service; maternity, paternity and parental leave.**
- \* When you are absent for statutory grounds anytime during your studies, please register yourself as non-attending and send a proof of your absence to the student services.**
- \* For other personal reasons you may be absent for 2 semesters during your studies so that it won't diminish your study right.**

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# General examination dates

- ✦ Exams can be taken on general examination dates for all courses which are part of the curriculum and include a written exam.
- ✦ General examination dates are held on a monthly basis on Saturdays from 9 am to 1 pm.
- ✦ The exams are usually held in the auditorium of M-building. If the exam is held somewhere else, that is being told in Artsi.
- ✦ You must register for the exam no later than 10 days before the exam using the online form in Artsi.
- ✦ You will get the study attainment to WebOodi in 1 month's time.

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# Our contact details

- ✦ **Official certificate of attendance, transcript of records from Peppi** <https://student.peppi.uniarts.fi/>
- ✦ **Contact student services:** [siba.opintopalvelut@uniarts.fi](mailto:siba.opintopalvelut@uniarts.fi)
- ✦ **If you need to visit us, you will find our Academic Affairs Coordinators as follows (due to COVID-19 situation we're mainly working from home so far):**

**N building, 2<sup>nd</sup> floor (Nervanderinkatu 13)**

**Opening hours: We are mainly working from home, you can contact us and make an appointment**

**Inkeri Aalto-Setälä (Faculty of music education, jazz and folk music)**

**Leena Palander (Faculty of classical music)**



**Thank You!**