Haaga-Helia

HAAGA-HELIA'S

RULES AND REGULATIONS

University community guidelines



2026

Rules and Regulations of Haaga-Helia University of Applied Sciences

The Universities of Applied Sciences Act (932/2014) guides our operations. Section 31 of the Act authorizes universities of applied sciences to establish rules and regulations that promote the safety and well-being of the higher education community. These rules apply on university campuses and, where appropriate, in other locations where teaching, research, and development activities are carried out. The regulations apply to the entire higher education community, including students, staff members, and, where applicable, other persons visiting or working on campus. In addition to these regulations, all laws and decrees in force in Finland must be observed

These regulations safeguard general safety, support a positive work and study environment, and promote equal treatment. Every student and staff member is responsible for familiarizing themselves with and complying with the instructions that apply to them. All staff members are expected to address violations of these regulations within the scope of their authority.

Haaga-Helia uses the Turvaamo Safer Space Model, which is an important part of Haaga-Helia's equality, non-discrimination, and accessibility work. Turvaamo promotes diversity, equality, and inclusion in teaching and guidance.

Conduct within university facilities and digital learning environments must be appropriate. This applies both on campus and online, as well as in all interactions related to university activities. Threatening or violent behavior, actions disturbing public order, behavior suggesting violence, physical or verbal threats, inappropriate social media behavior, plagiarism, and other forms of academic misconduct are prohibited. Possession of objects or substances that could be used to harm others or are otherwise considered dangerous is prohibited on university premises. Inappropriate behavior involving students must be reported to staff, and matters involving employees must be brought to the attention of supervisors.

Any factors threatening safety must be reported immediately to the Safety Manager or through the Safe Haaga-Helia emergency number 2911. In urgent situations, call 112. Reporting safety observations helps prevent accidents and improve safety at our university. Everyone has a responsibility to submit confidential safety observation reports. Such reports are handled by the Safety Manager.

If you experience or witness inappropriate treatment, contact Turvaamo using the reporting form. The matter will be handled according to Haaga-Helia's Turvaamo reporting and mediation model. Confidential reports are received by Haaga-Helia's harassment contact person.

Guidance concerning harassment, discrimination, and bullying can be found in the Equality and Non-Discrimination Plan and the Occupational Safety and Health Action Programme. In matters concerning staff, contact the person's supervisor or Haaga-Helia's harassment contact person.

The Student Union Helga provides an expert support form through which students can receive help and support when encountering, for example, sexual harassment, inappropriate treatment, or other misconduct at Helga events.

University Facilities and Propert

Campus common areas that are open for movement and gathering are public spaces during opening hours. University facilities are intended for teaching, research, and other university-related activities. Access outside opening hours requires an access credential. Entry may not be granted to external persons using one's own credential, and designated routes must be followed. Misuse of access rights may result in their withdrawal

The use and storage of electric scooters, bicycles, and their batteries inside university buildings is prohibited for fire safety reasons. Charging batteries indoors is also prohibited. Storage and charging are only allowed in designated areas.

Campus areas and common facilities are monitored through access control systems and camera surveillance to maintain safety and verify misuse when necessary. Universities may provide recorded material to investigative authorities for crime prevention or investigation. Surveillance is carried out only where and to the extent permitted by law. Any costs arising from false alarms caused by misuse of alarm or access control systems will be charged to the person responsible. Presence in Haaga-Helia facilities is permitted only during campus opening hours. If a security guard or steward must be called to the premises, related costs will be charged to the person causing the disturbance.

University facilities and equipment are intended for teaching, research, and other university activities. Facilities may only be rented or reserved for purposes that support these activities. Students must behave appropriately in facilities provided for their use and take good care of them. Bringing pets or other animals into Haaga-Helia facilities is prohibited, except for assistance dogs.

Commercial, political, religious, or other promotional activities unrelated to the university are prohibited inside campus facilities. Demonstrations are permitted outdoors in accordance with the Assembly Act (530/1999). Events must comply with the university's event guidelines. Overnight accommodation is prohibited on all Haaga-Helia campuses and campus grounds.

The university is not responsible for private property, valuables, or money brought onto its premises. Lost property must be delivered to campus reception services. Shared university property must be handled carefully. Any person causing damage to university property or facilities intentionally or through negligence is liable for compensation based on the actual costs incurred. Everyone is also responsible for maintaining cleanliness and comfort in university facilities. Posters and notices may only be displayed on designated notice boards or approved locations.

Substance use and Smoking

Studying or working while under the influence of alcohol or other intoxicants is prohibited on Haaga-Helia campuses. Persons who appear intoxicated or behave disruptively may be removed from campus buildings and grounds.

The use of narcotic substances and being under their influence is prohibited on campus. The university may require a student to provide a drug test certificate if there is a justified reason to suspect that the student is under the influence of narcotics during studies or practical training, or if the student has a drug dependency. The legal basis for testing is defined in the Universities of Applied Sciences Act and the university's substance abuse programme.

If a student is suspected of being intoxicated or under the influence of narcotics, participation in teaching will be prevented, the student will be directed home, and university substance abuse procedures will be followed. Matters concerning staff will be handled according to the staff substance abuse programme.

Haaga-Helia campuses are smoke-free. The use of tobacco products, including snuff and e-cigarettes, is only permitted outdoors in designated smoking areas. On campuses shared with upper secondary institutions, legislation prohibits smoking entirely, and designated smoking areas are not permitted.

Information Systems and Communication

The university uses electronic communication channels such as email, external websites, Haaga-Helia's intranet, and other agreed communication channels. Students are required to follow these channels throughout their studies, and staff throughout their employment.

Each user is responsible for the appropriate use of information systems and for ensuring information security and data protection in accordance with Haaga-Helia's information security regulations and policies. Activities conducted through university systems that violate university guidelines or undermine public morality, private security, or societal security are prohibited.

User credentials must be kept secure and may not be shared with others. Every user is required to comply with instructions regarding the responsible use of the university network.

Artificial intelligence applications must be used ethically in work, teaching, and research in accordance with Haaga-Helia's AI guidelines.

Parking and Emergency Access

Parking areas are marked with traffic signs, and vehicles must be parked only in designated spaces. Emergency access routes must always remain unobstructed and accessible

Emergency Situations

In any alarm situation, everyone must follow safety instructions. In the event of a fire alarm, the building must be evacuated immediately and assembly points must be used. In accordance with the general duty of care, everyone must ensure that others also evacuate and, where possible, take action to prevent the spread of damage. If a person causes a fire alarm by violating these regulations or intentionally triggering it, they will be liable for the full charge invoiced by the Rescue Department.

Photography and Recording

Photography in open and public university spaces must respect privacy. Photography must not disturb university activities, restrict movement, or prevent the normal use of facilities.

Recording, livestreaming, or photographing teaching activities requires permission and must follow the instructions of the teacher or organizer. An exception applies to recordings made solely for personal study purposes. Sharing personal recordings with others is prohibited.

Photography and recording in learning and development environments, such as laboratories, always require permission. Recordings distributed by the organizer or university may not be shared further.

Consequences

Consequences for violations of these regulations concerning students are defined in Section 38 of the Universities of Applied Sciences Act. Possible disciplinary measures include a reprimand, removal from a teaching situation or university premises, a written warning issued by the Rector, or a decision by the Board of the University of Applied Sciences regarding temporary suspension. Before a disciplinary decision is made, the act or omission must be specified, necessary investigations conducted, and the student must be given an opportunity to be heard.

For staff members, possible consequences are defined under the employer's managerial rights. These may include a notice, warning, and in certain circumstances termination of employment or dismissal.

The Rector decides on the Rules and Regulations. The Safety Manager updates them as needed.

Further Information

Universities of Applied Sciences Act (932/2014) and Decree (1129/2014) Universities of Applied Sciences Act 932/2014 - FINLEX ®

Degree Regulations Norms to be observed and appeal proceedings | Haaga-Helia

Information Security Regulations Information security regulations | Haaga-Helia (in Finnish)

Safe Haaga-Helia Safe Haaga-Helia | Haaga-Helia and Safety Observation Report Safety Observation Report

Turvaamo Safer Space Model Safer Space | Haaga-Helia and Turvaamo Report for Harassment and Inappropriate Behaviour

Helga Student Union Expert Support Expert support – helga.fi (in Finnish)

Equality and Non-Discrimination at Haaga-Helia Equality and non-discrimination at Haaga-Helia | Haaga-Helia

AI Guidelines Guidelines for the Use of Artificial Intelligence at Haaga-Helia University of Applied Sciences | Haaga-Helia

Substance Abuse Programme Substance abuse programme | Haaga-Helia

SORA Guidelines SORA guidelines (login)

Haaga-Helia adheres to the operating principles of child protection (pdf).

Event Safety Notification Event Safety Notice

Staff instructions available on the Intrane.

Governing Legislation

Universities of Applied Sciences Act (932/2014)
Occupational Safety and Health Act (738/2002)
Rescue Act (379/2011)
Constitution of Finland
Assembly Act (530/1999)
General Data Protection Regulation (GDPR)
Employment Contracts Act (55/2001)
Administrative Procedure Act (434/2003)
Non-Discrimination Act (1325/2014)
Act on the Openness of Government Activities (621/1999)

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Follow the safety guidelines. Report danger.



No pets on campus (excluding assistance dogs).



Loitering on campus and university grounds is prohibited.



Look after your and Haaga-Helia's property.



Do not bring hazardous, illegal objects or substances to Haaga-Helia.



Practise honest ways of study.



Behave appropriately, do not bully others.



Promote peaceful working conditions. Be responsible.



Follow the Safer Space approach: safe to be, safe to participate and safe to learn.



Haaga-Helia is intoxicant and smoke-free.



Come to the campus healthy and symptomless.



It is prohibited to use, store and recharge regular and electric scooters and bicycles indoors.

Haaga-Helia