

ACTION PLAN AGAINST STUDENT SUBSTANCE ABUSE

Procedures to prevent substance abuse and support interventions

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Introduction

Substance abuse can significantly impact a person's work performance and wellbeing. For a student, substance abuse problems may manifest at the University as absenteeism, lateness, inefficiency, or delays in completing studies. Such problems are often accompanied by other psychosocial issues, which can negatively affect both academic success and future work performance.

This action plan applies to all students pursuing undergraduate and/or graduate degrees at the University of Jyväskylä, as well as to exchange students. Postgraduate students with an employment relationship are part of the staff and are subject to the model of early intervention. In addition, the action plan also concerns students studying at independent institutes.

In this plan, substances refer to alcohol, narcotics, and medications that have been used for intoxicating and/or narcotic purposes.

This action plan aims to do the following:

- promote capability for studying and working
- promote students' health and wellbeing
- prevent problems of substance abuse
- support intervention in a student's substance abuse problem
- enhance referral to appropriate care.

With reference to the above, the long-term objective of the substance abuse action plan is to influence substance-related behaviour within the university context. The plan has been prepared in collaboration with university experts, the Student Union of the University of Jyväskylä (JYY), and the Finnish Student Health Service (FSHS). It was updated in 2025 and will replace the version approved on 18 June 2015. The plan is based on the model developed by Universities Finland UNIFI in 2014, as well as the updated recommendations from 2019. According to Section 43d, Subsection 3 of the Universities Act, the University must, in cooperation with student wellbeing services, establish written guidelines for preventing substance use and addressing substance-related problems among students. These guidelines are a legal requirement in order for the University to request a drug test certificate from a student in situations specified in the law. This action plan includes the procedures required by the Universities Act. The use of drugs or other intoxicating substances by a student may, in certain fields of study, lead to the cancellation of the right to study if intervention do not result in recovery and the resolution of harmful substance use. At the University of Jyväskylä, these fields of study include teacher education, guidance counselling, psychology, psychotherapy training, and social work.

The plan is implemented in phases and aims to emphasise prevention, recognition, guidance, and early intervention instead of sanctions. In all situations, the legal rights of the individuals involved must be fully protected. For information on handling sensitive and confidential data, please see section 6.



The University of Jyväskylä's student wellbeing working group has several responsibilities, including planning and coordinating preventive measures for substance abuse within the University. The group also oversees the implementation of this action plan and agrees on common procedures related to substance abuse issues. In addition, the University has appointed a coordinator for student substance use issues.

The University of Jyväskylä's action plan against substance abuse outlines all measures related to substance use: prevention, recognition, intervention, and referral to appropriate treatment.



1 Preventive measures

1.1 The role of the University

The University of Jyväskylä promotes wellbeing in the learning environment and encourages students to adopt a responsible attitude towards substance use. Information about the action plan is provided to students each autumn term, particularly to new students during the initial orientation week, and, where applicable, for example during internship periods and the orientation course Brush up your Academic Learning - Skills over Credits (HYVY001).

1.1.1 Organisation of activities and working group for student wellbeing

The University has a student wellbeing working group composed of experienced student wellbeing specialists. The group works closely with teaching staff, the Student Union, the staff of FSHS, as well as the University's safety manager and safety specialist. The tasks of the student wellbeing working group include planning preventive measures related to substance use, agreeing on common procedures and addressing other issues related to wellbeing. As part of the student wellbeing working group, the University of Jyväskylä has a designated coordinator for student substance use issues. The coordinator provides advice and support in addressing student substance use issues and in initiating related conversations. Coordinators also organise and participate, as university representatives, in treatment referral negotiations, take part in hearings of students related to drug testing, and coordinate the implementation of drug testing in cooperation with the representative of the relevant degree programme. In addition, the coordinator acts as a point of contact for substance-related matters between the University, student health care services, and, when necessary, treatment facilities.

1.1.2 Student guidance and counselling

At the beginning of their studies, every student is assigned a designated group adviser or a personal study plan supervisor. The group adviser/personal study plan supervisor supports the student in matters related to their study progress and guides them in creating a personal study plan (HOPS). Issues related to the student's wellbeing and possible substance use may arise during personal guidance and counselling. The University provides adequate training and support to ensure that advisers are equipped to handle such situations.

All departments at the University of Jyväskylä have a wellbeing adviser, which are known as *goodies*. Students can seek support and someone to talk to about substance-related issues from the wellbeing adviser in their own department.

1.1.3 Student tutoring

At the beginning of their studies, each student is assigned a designated student tutor. The tutors guide, instruct, and support new students during this new stage of life. They are peer tutors selected by subject departments and trained for the role by the Student Union. Tutor training includes discussion on the responsible use of substances. When organising events, student tutors should keep in mind that not all students use substances.

1.2 The role of the Finnish Student Health Service (FSHS)

Through its preventive measures, the Finnish Student Health Service (FSHS):

- Encourages students to remain substance-free and to avoid risky substance use.
- Provides students with information about the effects of alcohol and other substances on their health and study ability during health check-ups.
- Promotes substance-free lifestyles and health-related topics at student wellbeing events and on its website.
- Screens for risky alcohol use with the AUDIT test as well as offers guidance and counselling to those identified as being at risk.
- Organises the activities of the health advisory group.
- Participates in the University's multidisciplinary student wellbeing working group and the implementation of training to prevent substance-related issues.
- Participates also in the implementation of preventive training as agreed separately.

Information on substance use among higher education students is collected nationally every four years through the Finnish Student Health and Wellbeing Survey (KOTT). In addition, data on substance use at the faculty level can be obtained from the electronic health survey conducted by FSHS for first-year students. This information can be utilised in planning preventive substance abuse work, for example, within the University's working group for student wellbeing and in student wellbeing activities, which involve the assessment of the health and safety of the study environment as defined in the Health Care Act.

The staff of FSHS share information about the effects of substance use on students' health and social life through both their clinical services (health check-ups, medical consultations) and their website, articles, and various campaigns. Practical cooperation with the University and the Student Union is coordinated through the multidisciplinary health advisory group at FSHS.

1.3 The role of subject associations

The working group for student wellbeing and FSHS's health advisory group discuss the role of substances in the University's student activities with representatives of subject associations. In collaboration with subject associations, procedures can be agreed on that align with the University's operating environment and promote a responsible culture around substance use. This collaboration also enables timely responses to any emerging issues.

2 Recognition of substance abuse problems

2.1 The role of the University

Excessive use of substances by a student may manifest in the following ways:

- repeated, unexpected absences
- frequent lateness
- decline in academic performance
- avoidance of teachers or fellow students
- vague or inconsistent explanations
- disruptive behaviour in student groups
- appearing intoxicated or hungover in public.

Harmful substance use may manifest itself through certain behaviour, such as appearing intoxicated or hungover in public, or through the smell of alcohol. It can also be an underlying factor in a range of symptoms, as well as in challenges related to one's coping ability and functional capacity, such as repeated short-term absences, frequent lateness, or a decline in academic performance. However, it is important to recognise that similar difficulties may also arise from unresolved issues unrelated to substance use. If a staff member becomes concerned about a student's potential substance use problem, the matter should be addressed with the student as early as possible (see section 3.1). Research shows that early intervention and raising concerns in a constructive manner is beneficial to the student. Such discussions must be conducted constructively and respectfully, without any judgment.

2.2 The role of the Finnish Student Health Service (FSHS)

During health checks and clinical appointments, FSHS staff aim to identify students at risk of harmful substance use. In their first year, students are also asked to complete an online health questionnaire that assesses their overall health and substance use. The questionnaire includes the AUDIT test and a question regarding narcotics use. Students who score more than 10 points on the AUDIT test or report using narcotics are invited to a health consultation with a health nurse. In this meeting, the student's substance use, health status, and overall life situation are discussed in more detail. The consultation includes addressing the issue through brief intervention and follow-up appointments (see section 3.1). If further support is needed beyond the brief intervention, the student's care needs will be assessed and planned in consultation with a general practitioner or a specialist in psychiatry.

2.3 The role of students and subject associations

Students and subject associations are in a key position when it comes to recognising possible substance abuse problems among their fellow students. They are often the first to notice these issues, as they are likely to detect changes earlier and more easily than others. It is particularly concerning if a student repeatedly harms themselves or gets into conflicts due to being under the influence. In addition, drinking regularly to the point of passing out or experiencing memory loss from the previous night are clear signs of problematic alcohol use.



The use of drugs may be associated with hallucinations, delusional thoughts, and unusual or aggressive behaviour. Fellow students are often more aware than teaching staff are when substance use begins to affect academic performance. The University and subject associations have agreed on shared procedures for identifying and addressing substance-related problems. Support for developing these procedures is available from the University's coordinators for substance use issues, the working group for student wellbeing, the Student Union, and FSHS.



3 Intervening in substance use problems

Prompt intervention and raising concerns are crucial when a student's substance use causes concern. The earlier substance use is addressed, the easier it is to reduce the related harms. Staff and students are provided with support and training on how to intervene and raise concerns about substance use (see Principles of high-quality guidance and counselling at the University of Jyväskylä). Concerns can be raised by teaching or other university staff, a group adviser, or a fellow student. The primary aim of intervention and raising the issue is to support the students in continuing their studies. Respecting the legal rights and protection of all parties involved is crucial in every situation.

3.1 Addressing the problem

3.1.1 Student's own concern

If a student becomes concerned about their own substance use, they should primarily contact the Finnish Student Health Service (FSHS). The goodies and student wellbeing specialists at the University of Jyväskylä provide support, if needed, in seeking appropriate treatment.

3.1.2 Teaching and counselling staff

If the teaching or counselling staff become concerned about a student's use of substances, the issue should be addressed immediately with the student. The discussion can be initiated by any staff member who has the relevant skills or experience in raising sensitive issues or who is most familiar with the student's situation at that moment.

Addressing substance use starts with a confidential, one-on-one conversation held in an open and respectful atmosphere that acknowledges the sensitive nature of the issue. Discussions about a student's substance use must never take place in group settings or in the presence of other students. The purpose of the conversation is to express concern about the student's substance use and its impact on their studies and overall wellbeing. This conversation itself serves as an early intervention, but the situation should be reassessed, for example, after a few months. During the discussion, the student may also be encouraged to contact a doctor at FSHS for a more comprehensive evaluation of their situation. If substance use is interfering with the student's ability to study, referral to appropriate treatment is recommended (see section 4). Support for raising the issue is provided through staff training, and the University's designated coordinator for student substance abuse issues can also offer further guidance and assistance.

3.1.3 Coordinator for student substance use issues

Teaching or counselling staff or a student can contact the University's coordinator for student substance abuse issues if a student's substance use raises concerns and they seek advice and support on how to address the problem. The coordinator is a member of the working group for student wellbeing.



The coordinator collects notifications about students who have been removed from teaching due to substance use (Appendix 1). The coordinator acts as a contact between the faculty, FSHS, and, when necessary, treatment providers. One of the coordinator's responsibilities is to coordinate/organise drug testing. The decision to refer a student for drug testing is based on factual administrative action. It is not a formal administrative decision requiring the prior hearing of the student, nor would such a hearing be feasible, as it could compromise the reliability of the test results. A hearing becomes relevant only if administrative consequences are being considered, for example, if a student refuses to take the drug test and the University is preparing to issue a written warning. In such cases, the student will be asked to submit a written statement as part of the disciplinary process. The coordinator also coordinates and participates in the treatment referral discussions as a representative of the University (see section 4).

3.1.4 The role of the Finnish Student Health Service (FSHS)

The role of the Finnish Student Health Service (FSHS) is to:

- Provide guidance on the harms of substance use and intervene in harmful use, for example through brief interventions.
- Refer students with substance dependence to appropriate treatment services when necessary.
- Participate in treatment discussions and act as an expert in referral situations (for example, rehabilitation planning).
- Monitor the student's progress in treatment for substance use disorder.
- Support students in their return to studies after rehabilitation.
- Provide support to the university community in substance-related crisis situations.

When a healthcare professional at FSHS observes or suspects that a student may be suffering from excessive substance use, they assess the student's substance use, substance use history, and somatic and psychological condition. If necessary, the student is referred to another FSHS professional with expertise in assessing the care needs of individuals experiencing substance use issues. These assessments are typically carried out during appointments with a general practitioner or a health nurse. In most cases, follow-up care is provided at FSHS by a health nurse, general practitioner, or psychologist.

All FSHS employees are bound by confidentiality. This means that all discussions with a patient are strictly confidential, and no information is shared with the University if the student has sought care or assessment voluntarily. However, if there is reason to suspect that the student's substance use poses a safety risk to the student community or an internship placement, healthcare professionals have the right, without breaching confidentiality regulations, to disclose necessary information related to the student's health and functional capacity to the dean of the faculty, the University's coordinator for student substance use issues, supervisors responsible for the internship, and other university staff responsible for safety to ensure a safe study environment.

If a student's substance abuse problem is observed outside of a healthcare professional's appointment, for example, in an educational setting, a general practitioner from FSHS will take part in the



care referral discussions when invited by the University's coordinator for student substance use issues. Following the negotiation, the general practitioner assesses the need for care either independently or in consultation with other healthcare professionals (such as a psychologist or psychiatrist).

3.1.5 The role of students and subject associations

If a fellow student's use of substances raises concern, the issue should be addressed with the student as soon as possible. It is important to let the fellow student know that their substance use has raised concern. Advice, support and help for such intervention can be requested from the coordinator for substance use issues or from the social secretary of the Student Union without revealing the fellow student's identity. It is recommended to advise the fellow student to contact FSHS for a more comprehensive assessment of their situation.

The discussion should always take place privately between two people, even if the student's substance use has raised concerns within a larger group of students or, for example, among the board of the subject association. Personal matters should never be addressed at the association level.

3.2 Removal from a teaching session

Under section 45 of the Universities Act, a student who is disturbing teaching, behaving violently or in a threatening manner or endangering another person's life or health can be ordered to leave the premises where the teaching is taking place, or the event organised by the University. If the removal from a teaching session or event was due to the use of substances, it is recommended that the issue be addressed at the event or as soon as possible after it. The dismissals are recorded (Appendix 1) and submitted to the coordinator of student substance use issues.

Students who believe they have been unfairly removed from a teaching session can provide proof of sobriety. In cases of dispute, the student is advised to provide the person responsible for the removal with a breathalyser result, blood test, and/or drug test result. FSHS can assist the student in obtaining such documentation.

3.3 Drug testing

A drug test certificate can be required from university students regardless of their field of study, not just from those subject to suitability review under SORA legislation (SORA is an abbreviation for 'solutions for unsuitability'). The University can require a student to present a drug test certificate if there are reasonable grounds to suspect that the student is under the influence of narcotics during practical assignments or internships related to their studies, or if the student is addicted to narcotics (Universities Act, section 43d).

A further prerequisite is that such testing is necessary to assess the student's functional capacity, and that the student is working in tasks requiring particular precision, reliability, independent judgement, or good reaction skills, where working under the influence of, or being addicted to, narcotics would:



1. severely endanger the student's or other people's life or health,
2. severely endanger the confidentiality or integrity of classified information
3. considerably increase the risk of illegal trading and distribution of substances referred to in section 3, subsection 1, paragraph 5 of the Narcotics Act (373/2008), in the possession of the University or the internship placement (Universities Act, section 43d).

A student may be required to present proof of a drug test based on a decision by the dean of the faculty or a representative authorised by them. When receiving the faculty's decision, the coordinator for student substance use issues coordinates the implementation of the drug testing in cooperation with the FSHS staff. If the coordinator is not immediately available, a teacher, other staff member, or an internship supervisor may arrange the practical aspects of the drug testing together with the FSHS staff.

For a drug test, the teacher or internship supervisor fills in the first page of the form (Appendix 3) and submits it to the University's coordinator for student substance use issues. The student is given an opportunity to be heard regarding the grounds for the drug test before being referred to the test. When filling out the form, it is essential to assess and describe concretely the student's impaired functional capacity. The student's hearing is recorded on the form and the student then signs it.

If possible, the drug test must be done during the same day when suspicion of drug influence arose or, at the latest, on the following day. Based on the drug test, the functional capacity assessment on the form, and the evaluation carried out by FSHS. FSHS prepares a certificate indicating whether the student has used narcotics for non-medical purposes to an extent that impairs their functional capacity. The student's functional capacity may differ between the assessment conducted by the educational institution and that conducted by healthcare services, so it is very important to fill out the form accurately.

The student receives the certificate prepared by FSHS, which must be submitted to the University. The certificate should be delivered to the coordinator within a reasonable timeframe, usually 3 to 5 days.

The University is liable for the costs of the drug test certificate. It is recommended that the coordinator for student substance use issues informs the local FSHS as soon as a student is obliged to present a drug test certificate. The blood or urine sample is collected under controlled conditions in accordance with the Ministry of Social Affairs and Health's instructions for workplace drug testing. The confirmed test result is interpreted by a doctor specialised in drug testing at FSHS. The person being tested is always entitled to receive the test result in written form. Refusal of a drug test required under the Universities Act, section 43d, will lead to further measures.

Being ordered to undergo a drug test is a concrete administrative action based on justified reasons and obtained background information. The student can refuse to take the test. In that case, the student is naturally unable to provide the University with the drug test certificate they were required to submit. It is also possible that the student agrees to the test but refuses to present the certificate to the University. Refusal to present the drug test certificate may lead to disciplinary action (see section 5).



The student must also be given an opportunity to be heard in situations where, based on the test result, the initiation of the SORA procedure to cancel their right to study is being considered. The student may invite a support person to participate in the various stages of the process. If they wish, the student can request a support person from the Student Union.

Table 1 outlines the instructions for relevant measures in different situations involving substance use.

A. Instructions for students who realise they need help with substance abuse:

1. Contact someone you trust or the University's coordinator for student substance use issues and talk about your substance use problem. Review the status of your studies and how you can continue them.
2. Identify, together with other parties, the treatment form that best supports you and commit to it. Possible service providers include, for example, FSHS and the Kyllö clinic.

B. Instructions for responding to concerns about a student's substance use:

3. If you are the one who has noticed the concern, contact the University's coordinator for student substance use issues. Arrange a joint meeting with the student and bring up your concern in a confidential manner while respecting the student's privacy (the coordinator only joins the meeting if necessary). Avoid placing blame but explain openly which observations have contributed to your concern.
4. If necessary, consult with others, such as the student's personal study plan adviser, group adviser or healthcare professionals.
5. If the concern is significant, a referral to healthcare services will be agreed on with the student under the guidance of the University's coordinator for student substance use issues.
6. A follow-up meeting concerning the situation will be arranged under the guidance of the coordinator, along with possible network meetings involving the student, representatives from healthcare services, and university staff responsible for student guidance and counselling.

C. Instructions for handling situations on campus involving an intoxicated student:

7. Ensure that the student is not a danger to themselves and others
 - a) Minor concern: address the issue with the intoxicated student, preferably together with another person.
 - b) Significant or serious concern: contact campus janitors or call 112 immediately.
8. Require the student to leave the premises. If necessary, ensure that the student gets home safely. Complete the "Removal of a student from a teaching session" form (Appendix 1).
9. Contact the coordinator for student substance use issues, who is responsible for arranging the intervention discussion and referral to treatment. Submit all documents related to the situation (Appendix 1) to the coordinator, who is also in charge of electronically archiving the related documents.



10. Disciplinary proceedings may be initiated if necessary (Section 40 of the Degree regulations of the University of Jyväskylä).



4 Referral to treatment

4.1 Negotiation for referral to treatment

If the use of substances has clearly affected the student's study performance or severely endangered the student's own health or general safety, the coordinator for student substance use issues arranges a negotiation for referral to treatment. For this purpose, necessary background information is collected, and a written invitation is sent to the participants. The invitation includes a list of the participants and describes the goals of the negotiation.

The participants include (1) the student, (2) a representative from FSHS, (3) one or more representatives from the University, and (4) when needed, the student's support person. The negotiation is chaired by the FSHS representative. It is recommended that in order to speed up the referral to treatment the student should, already prior to the negotiation, contact FSHS for an assessment of the situation and for the planning of appropriate care. The contents of appointments at FSHS are confidential and will not be disclosed in the referral to care negotiation without the student's consent.

The purpose of the referral to treatment negotiation is to help the student recognise their need for treatment, encourage them to seek help, and ensure that appropriate care is available. The student is responsible for committing to the treatment and the healthcare unit is responsible for providing it. The University cannot take responsibility for the student's treatment, nor does it have the right to access information about the student's treatment without a legal basis.

4.2 Commitment to treatment

During the negotiation for referral to treatment, a written commitment is signed and further plans as well as a follow-up meeting for reassessing the situation are agreed upon. The implementation of the commitment to treatment is reviewed in the follow-up meeting. If the student fails to attend a scheduled appointment during the care commitment period, the care provider informs the University's coordinator for student substance use issues of the breach. In cases where the commitment has been breached, a separate discussion session is held to review study performance and any potential consequences, which depend on the student's field of study (see section 5).

4.3 Treatment options

Treatment options may include outpatient care at the City of Jyväskylä's Youth Station and the mental health and substance abuse services of the wellbeing services county of Central Finland, FSHS, individual psychotherapy, or appointments with a doctor or psychotherapist specialising in substance abuse in the private sector. The need for Social Insurance Institution of Finland (KELA) funded individual psychotherapy can be assessed during an appointment with a psychiatrist from FSHS. If institutional rehabilitation is needed, funding is arranged in cooperation with the social and health services of the student's home municipality. During the institutional rehabilitation period, the student may be eligible for a rehabilitation allowance from the Social Insurance Institution of Finland.

4.4 Studying during treatment and returning to studies

Studying during treatment depends on the student's ability to study. The regulations on attendance and absence, sick leave practices for students, and the University's degree regulations apply. Guidance and support for study planning during treatment can be obtained from the student's study adviser and/or the University's coordinator for student substance use issues.

If a student has been absent from their studies due to substance abuse problems, for example because of an extended sick leave, a rehabilitation period, a suspension, or a fixed-term dismissal, they will need particular support when returning to their studies. The returning student may require special assistance and a tailored study plan. This personal study plan is created in collaboration with the personal study plan adviser or group adviser, or alternatively with the individuals involved in the referral to treatment discussion. The plan specifies the necessary forms of support and details how the plan's implementation will be monitored, including the steps to be taken if the studies do not progress as intended.

4.5 Follow-up

Follow-up after referral to treatment and/or an initial discussion is very important. Each meeting always includes agreeing on a plan for the next steps and monitoring the situation. It is natural for the follow-up meeting to include, in addition to the person who raised the concern, the campus coordinator for student substance use issues and other key individuals relevant to the student's situation, such as the student's personal study plan (HOPS) adviser and the healthcare provider. If the concern concerning the student's situation is minor, the follow-up meeting can be arranged on a smaller, more informal scale.



5 Substance abuse problems and consequences

According to the Universities Act, section 45, the University can resort to the following disciplinary measures: remove the student from a teaching session, deny participation in teaching for three days, issue a written warning or suspend the student for a fixed period. The University can also cancel the study rights in cases stated in the SORA legislation (see section 5.4.).

5.1 Removal from a teaching session

Under the Universities Act, section 45, a student who is disturbing teaching, behaving violently or in a threatening manner or endangering another person's life or health can be ordered to leave the premises where the teaching is taking place or an event organised by the University. If the removal from a teaching session was due to the use of substances, a follow-up discussion will be held and a substance harm notification (Appendix 1) will be submitted to the coordinator for student substance use issues, who will arrange a meeting concerning treatment referral if necessary. According to Section 45a of the Universities Act, the Rector and members of the teaching and research staff, as well as internship supervisors, can remove a student from a teaching session either jointly or individually.

5.2 Denial of participation in teaching

According to the Universities Act, section 45, a student's participation in teaching can be denied for three working days at maximum if the student's violent or threatening behaviour might endanger the safety of another student or someone working at the University or other educational setting, or if the student's disturbing behaviour would unreasonably hinder teaching or related activities. According to Section 45a of the Universities Act, the Rector, members of the teaching and research staff, and internship supervisors can deny a student the right to participate in teaching either jointly or individually.

Denial of participation in teaching for a fixed period is a factual administrative measure that must be based on a justified reason. The denial is recorded on a designated form (Appendix 2) and submitted to the coordinator for student substance use issues. If the removal from a teaching session or event was due to substance use, it is recommended that the coordinator arranges a discussion with the student either in connection with the incident or as soon as possible thereafter. If necessary, the coordinator will arrange a meeting concerning treatment referral if necessary.

In principle, the student does not have the right to complete studies during the period in which their participation in teaching has been denied. The teacher is also not obligated to make exceptional teaching arrangements due to the student having prevented their own participation through their actions. An exception can be made if the consequence for the student would be unreasonable, for example, if the next opportunity to take the course is not until the following year, resulting in a one-year delay in graduation. However, the infrequent offering of a course alone does not constitute sufficient grounds for requiring special arrangements for the student.

5.3 Written warning and suspension for a fixed period

A student may be issued a written warning if they disrupt teaching, behave violently or in a threatening manner, engage in dishonest conduct, violate university regulations, refuse a drug test, or have used narcotic substances for non-medical purposes in a way that impairs their functional capacity (Universities Act, Section 45). The decision to issue a written warning is made by the Rector. If the student's actions are serious, or if the inappropriate behaviour continues after a written warning, the student may be suspended from the University for a maximum of one year. The decision on suspension is made by the University Board.

According to Section 45 of the Universities Act, the University may take the following disciplinary actions in relation to drug testing:

- 1) the student refuses to undergo a drug test or to present a certificate regarding the drug test
 - A written warning (Universities Act, Section 45, Subsection 1)
 - If, after receiving a warning, the student repeatedly refuses to present a certificate of the test, suspension for a fixed period of up to one year (Universities Act, Section 45, Subsection 2)
- 2) test results indicate the use of narcotic substances for purposes other than medical purposes
 - A written warning (Universities Act, Section 45, Subsection 1)
 - Suspension for a fixed period of up to one year may be imposed if the act or omission is serious, or if the student continues the inappropriate behaviour after receiving a written warning (Universities Act, Section 45, Subsection 2).

Before making a decision, the student must be heard in accordance with the requirements of the Administrative Procedure Act. The hearing must take place within a reasonable time after the matter has been initiated. The hearing is conducted either in writing or orally. If the hearing is held orally, a document of the hearing is usually drawn up and signed during the same session. The student has the right to be assisted by an adviser during the investigation and the hearing of the matter. They can, for example, request assistance from the Student Union. The student also has the right to decline the opportunity to be heard, although in most cases it is in the student's best interest to present their own view on the matter. A decision will be made even if the student has not submitted a statement by the given deadline.

5.4 Cancellation of study rights (SORA related fields)

As a last resort to intervene in situations that endanger safety, where the studies involve requirements related to the safety of minors, patients or clients, the right to study may be cancelled. According to the Universities Act, the qualifications for which the right to study may be cancelled include the degrees of pharmacist and licentiate in pharmacy, bachelor's and licentiate degrees in dentistry, bachelor's and licentiate degrees in medicine, bachelor's and master's degrees in psychology,



and bachelor's degree in humanities and master of arts degree in logopedics. In addition, the right to study may be cancelled for students in social work education, psychotherapist training, and teacher education.

A student's substance abuse problem should primarily be addressed through appropriate support and treatment. The cancellation of the right to study usually becomes relevant only if the substance abuse issue continues to affect the student's studies. The process for cancelling the right to study under the SORA legislation is described in more detail in the University of Jyväskylä's SORA operating model.

If a student's substance use has repeatedly or seriously endangered another person's health or safety, or if the circumstances otherwise require it, initiating the cancellation process without delay can be the preferred course of action. According to Section 43a of the Universities Act, the University can cancel the right to study if:

1. The student has, by repeatedly or seriously endangering another person's health or safety during their studies, demonstrated clear unsuitability to perform practical tasks or internships related to those studies; or
2. It is evident that the student, due to their health condition or functional capacity, does not meet the admission requirements for students stated in Section 37a, Subsection 1; or
3. The student, at the application stage, failed to disclose information concerning a decision referred to in Section 37a, Subsection 2, about the cancellation of study rights, which could have prevented their admission; or
4. The student has been convicted of specific crimes mentioned in the law, including indecency and sexual offences, murder, homicide, manslaughter, aggravated assault, aggravated robbery, and serious narcotics offences (excluding narcotics use offences), when the studies or related practical training essentially involve working with minors and the cancellation of study rights is necessary to protect the minors.

At the University of Jyväskylä, the revocation of the right to study applies to the following fields: psychology, social work, teacher education, guidance and counselling studies and psychotherapist training (SORA fields). In all cases, before making a decision to revoke the right to study, the University must review together with the student the possibility of transferring to another study programme. With the student's consent, they may be transferred to another programme at the University for which they meet the admission criteria. The decision to cancel the right to study is made by the University Board.

The right to study can be reinstated if the conditions prescribed by law are met. If a student's right to study has been cancelled due to a substance abuse problem, the student can apply for reinstatement if the issue has been resolved and a doctor determines that they meet the health requirements specific to the field. The decision to reinstate the right to study is made by the University Board.

The University is obligated to inform the National Supervisory Authority for Welfare and Health (Valvira) of any decision concerning the cancellation or reinstatement of study rights, including the justification for the decision, in the fields of study under its jurisdiction.



5.5 Use of substances during a study period abroad

The use of substances during a study period abroad is regulated by the rules of the host institution and by the local legislation. If the use of substances affects study performance or endangers the student's health, the host institution or internship provider contacts the home university. In such a case, the coordinator for international matters / International Office will instruct the student to return to their home country, where the student will be directed to a treatment referral negotiation.



6 Handling of sensitive information and confidentiality

Addressing substance abuse issues involves processing the student's health information. The handling of personal data at universities is regulated by the EU General Data Protection Regulation (GDPR) (2016/679), the complementary national Data Protection Act (1050/2018), the Act on the Openness of Government Activities (621/1999) and the Universities Act (558/2009). These regulations impose specific requirements for the processing of an individual's health information, particularly concerning confidentiality. All discussions and negotiations related to investigating the student's substance abuse problem are confidential, and their content must not be disclosed to unauthorised parties. Unauthorised parties generally include university staff members who are not involved in investigating the specific substance abuse case. Healthcare personnel are bound by professional confidentiality obligations concerning their clients' health and other information. Appendix 4 of the Action Plan Against Student Substance Abuse contains a detailed review of the handling of sensitive information and confidentiality.

Sources

Universities Act 954/2011, University Decree 770/2009, Personal Data Act 523/1999, Act on the Openness of Government Activities (621/1999), Data Protection Act (1050/2018), EU General Data Protection Regulation (2016/679) with their amendments

Ministry of Social Affairs and Health's guide on SORA legislation

Recommendations for student substance abuse programme by the Council of Rectors of Finnish Universities (Unifi) 2014 and updated in 2019.

Pirskanen, Marjatta and Pietilä, Anna-Maija. "Päihteet ja opiskelijat". In K. Kunttu, A. Komulainen, K. Makkonen, P. Pynnönen (eds.) 2011. Student Health. Porvoo: Duodecim, pp. 179–187.

Principles of high-quality guidance and counselling at the University of Jyväskylä.



Appendices

Appendix 1: Removal from a teaching session due to substance use

According to Section 45 of the Universities Act, a student who disrupts teaching, behaves violently or in a threatening manner, or endangers the life or health of another person may be ordered to leave the premises where teaching is conducted or an event organised by the University.

Student's name and personal identification number
Course / teaching session
Description of the situation
In what way was the substance-related harm detected? Please select from the following options or describe in your own words. <input type="checkbox"/> Drunkenness <input type="checkbox"/> Other intoxication <input type="checkbox"/> Hangover <input type="checkbox"/> Other withdrawal symptoms <input type="checkbox"/> Improper and disturbing behaviour Additional information:
Student's account of the situation:
Further measures

Date and place

Teacher's signature, printed name and contact information

The form is submitted to the University's coordinator for student substance use issues.



Appendix 2: Denial of participation in teaching

According to Section 45a of the Universities Act, a student can be denied the right to participate in teaching for a maximum of three working days if their violent or threatening behaviour poses a risk to the safety of another student or a person working at the University or other educational facility, or if their disruptive behaviour would unreasonably hinder teaching or related activities.

Student's name and personal identification number
Course / teaching session
Grounds for denying participation in teaching (to be completed by the teacher/internship supervisor)
In what way was the substance-related harm detected? Please select from the following options or describe in your own words. <input type="checkbox"/> Drunkenness <input type="checkbox"/> Other intoxication <input type="checkbox"/> Hangover <input type="checkbox"/> Other withdrawal symptoms <input type="checkbox"/> Improper and disturbing behaviour Additional information:
Student's account of the situation:
Date and place Student's signature, printed name and contact information Teacher's or internship supervisor's signature, printed name and contact information

The form is submitted to the University's coordinator for student substance use issues.



Appendix 3: Data transfer form from the University to health care services

The student is obliged to show a drug test certificate.

The form will be submitted to the University's coordinator for student substance use issues.

Student's name		Personal identification number	
Grounds for the request to present a drug test certificate <input type="checkbox"/> suspected intoxication due to drugs <input type="checkbox"/> suspected narcotic addiction <input type="checkbox"/> Written description:			
Suspected intoxication Place: Date and time:			
Person assessing the state of intoxication * Name _____ Tel. _____ * Representative of the University or internship			
Assessment of the state of intoxication			
Speech: <input type="checkbox"/> clear <input type="checkbox"/> slurred	Communicational capacity: <input type="checkbox"/> yes <input type="checkbox"/> impaired	Awareness of time and place: <input type="checkbox"/> yes <input type="checkbox"/> impaired	
Walking: <input type="checkbox"/> steady <input type="checkbox"/> unsteady	Responsiveness: <input type="checkbox"/> normal <input type="checkbox"/> delayed	Smell of alcohol: <input type="checkbox"/> no <input type="checkbox"/> yes	
Demeanor/behaviour: <input type="checkbox"/> calm/composed <input type="checkbox"/> euphoric/overactive <input type="checkbox"/> anxious <input type="checkbox"/> drowsy <input type="checkbox"/> defiant <input type="checkbox"/> tearful			
Physical symptoms: <input type="checkbox"/> none <input type="checkbox"/> restlessness <input type="checkbox"/> sweating <input type="checkbox"/> shaking <input type="checkbox"/> vomiting			
Description of impaired functioning			



Contact details of the university representative who required the student to present a drug test certificate (faculty decision)

Name

Phone

The student has been referred to healthcare for drug testing

Date and time

Name of healthcare unit

Name of any accompanying person

Date

Signature and printed name

Student's account of the situation:

- I admit to drug use/drug dependence
- I deny drug use/drug dependence
- Written response:

Date

Signature

The student must bring a photo ID to the test.

The original copy of this document belongs to the University. One copy is given to the student and one copy remains with the healthcare unit.



Appendix 4: Handling confidential information

Addressing substance abuse issues involves processing the student's health information. The handling of personal data at universities is regulated by the EU General Data Protection Regulation (GDPR) (2016/679), the complementary national Data Protection Act (1050/2018), the Act on the Openness of Government Activities (621/1999) and the Universities Act (558/2009). These regulations impose specific requirements for the processing of an individual's health information, particularly concerning confidentiality.

Definitions related to health information in the law

According to the Data Protection Regulation, personal data means any information relating to an identified or identifiable person (Article 4(1)). Special categories of personal data include health data (Article 9). Health data refers to personal data concerning the physical or mental health of a person, including information on the provision of health services, which reveal their health status (Article 4(15)). The Universities Act regulates the processing of information regarding the health and functional capacity of applicants and students in certain processes related to study rights and disciplinary actions. In addition, the Universities Act contains general provisions on the processing of sensitive personal data.

Handling of student health information at the University

The University must have a legal basis in accordance with Article 6 of the Data Protection Regulation when processing students' personal data (for example, student name and academic records). The grounds for processing personal data essential to fulfilling the University's teaching duties include compliance with legal obligations and the performance of tasks carried out in the public interest. In addition, the University must have a specific processing basis under Article 9 of the Data Protection Regulation when handling special categories of students' personal data (for example, students' health data). According to the Data Protection Regulation, special category data may not be processed (e.g. collected, stored, accessed, modified, deleted, or disclosed) without a lawful basis as set out in Articles 4(2) and 9. The prohibition on processing does not apply to data processing that is required by law or directly related to the statutory duties of the data controller. The data controller must implement appropriate and specific measures to protect the rights of data subjects, such as data encryption (Section 6 of the Data Protection Act).

The University, as the data controller, processes students' health data in the course of performing certain tasks prescribed by the Universities Act. Sections 37 b and 43 b–43 d of the Universities Act regulate the processing of personal data concerning a student's state of health and functional capacity in connection with procedures related to the granting, cancellation, reinstatement of the right to study, or disciplinary actions. According to Section 45 b of the Universities Act, only those persons at the University who prepare or make decisions concerning student admissions, cancellation of the right to study, reinstatement of the right to study, or disciplinary actions, as well as those who provide statements regarding these matters, are permitted to process personal data related to these processes.



The University must define the tasks that involve processing sensitive personal data. Sensitive data must be stored separately from other personal data. It must be deleted from the register immediately when there is no longer a legal basis related to statutory duties for its retention, and in any case no later than four years after the data was entered into the register (Section 45b of the Universities Act).

According to the Act on the Openness of Government Activities (Section 24, subsection 1, paragraph 25), information concerning a person's state of health, disability, or the healthcare and rehabilitation services they have received is confidential. In accordance with Section 23, subsection 1 of the Act, any person employed by the University, as well as anyone performing official or confidential duties, is bound by a duty of confidentiality regarding any confidential information they become aware of while working at the University. This duty of confidentiality applies to both written and oral confidential information and continues even after the termination of the position. All discussions and meetings related to investigating a student's substance abuse problem are confidential, and their content must not be disclosed to third parties. In principle, third parties also include other university employees who are not involved in handling the specific substance abuse case. In addition, healthcare professionals are bound by a professional duty of confidentiality concerning the health and other personal information of their patients.

Section 90a of the Universities Act provides for exceptions to the prohibition on disclosing confidential information. Despite confidentiality provisions, the data holder has the right to disclose personal data concerning a student's health and functional capacity, to the extent necessary for the performance of duties, to the following persons:

1. to the Rector of the University and to other persons responsible for the University's security, for the purpose of ensuring the safety of studies.
2. to persons responsible for academic guidance, for the purpose of referring the student to alternative studies or support services.
3. to persons responsible for student health services, for the purpose of ensuring the student's health and safety, and to direct them to appropriate support measures.
4. to persons responsible for internships, for the purpose of ensuring the safety of the student, the staff of the place of internship and any potential clients, and
5. to the police and to the University's designated safety representative, for the purpose of assessing or resolving an immediate safety threat, or when an assessment of the student's health condition indicates that they may pose a danger to the safety of others.

The holder of the information can be someone other than a university employee, for example, a student healthcare professional. In addition, under Section 90a of the Universities Act, a person performing duties referred to in the Act has the right, despite confidentiality obligations, to disclose to the police any information necessary for assessing a threat to life or health and for preventing a potential act of violence, if, in the course of performing their duties, they become aware of circumstances that give them reason to suspect that someone is at risk of becoming a victim of violence.



Appendix 5: Responsibility chart and tasks

RESPONSIBILITY CHART

Actor	Responsibilities	Persons and additional information
The University and working group for student wellbeing	Up-to-date substance abuse plan Promotion of a substance-free study culture Coordinates the implementation of the substance abuse plan	Student Life student wellbeing group
Student guidance and counselling services	Low-threshold support and counselling for substance use issues	Goodies provide information and make referrals when needed The student wellbeing specialist acts as the coordinator for student substance abuse issues Treatment for substance abuse problems is always provided through healthcare services
Coordinator for student substance use issues	Provides support to students as well as teaching and guidance staff in matters related to student substance use. Acts as a coordinator between the faculty, the Finnish Student Health Service (FSHS), and, when necessary, treatment units. Responsible for coordinating and organising drug testing. Coordinates and participates in treatment referral consultations as a representative of the University. Responsible for updating the University's substance abuse plan.	Specialist of student wellbeing Hanna Ahola hanna.r.ahola@jyu.fi



FSHS	Basic substance abuse services and further referral Drug testing Treatment consultations	National appointment number: 046 7101073 The coordinator for student substance use matters can, if necessary, contact Päivi Raittinen (etunimi.sukunimi@yths.fi), the designated FSHS substance abuse or SORA contact person, directly
Teaching and guidance staff	If there is concern about a student's substance use, the issue should be addressed through discussions and the student should be guided to the appropriate support services. If the criteria are met, the student may be referred for drug testing together with the University's coordinator for student substance use issues. A student who is disruptive or behaving inappropriately in teaching situations can be removed from the premises of the University of Jyväskylä.	If necessary, assistance with removing a student from the premises of the university of applied sciences can be obtained from the facility's janitors
Student organisations (Student Union of the University of Jyväskylä and subject associations) and tutoring	Promoting a substance-free student culture If there is concern about a student's substance use, the issue should be addressed through discussions and the student should be guided to the appropriate support services.	
The dean or a person authorised by the dean	Referral for drug testing	
The Rector, a member of the teaching and research staff, and the internship supervisor	Denial of participation in teaching	
The Rector	A written warning as a disciplinary action	
The University Board	Decision on the fixed-term suspension of a student as a disciplinary action	

