

UNIVERSITY OF HELSINKI SUBSTANCE ABUSE PROGRAMME FOR STUDENTS

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The University of Helsinki substance abuse programme for students aims to prevent the negative impact on studies caused by substance abuse as well as to provide guidance in and address issues when intoxicants affect study success and coping with studies. The aim of the University's substance abuse programme is to emphasise prevention, recognition, guidance and early intervention.

This substance abuse programme for students has been drawn up in collaboration with the Finnish Student Health Service (FSHS) and the Student Union of the University of Helsinki (HYY) and is based on the substance abuse programme drawn up in 2019 under the coordination of Universities Finland (UNIFI).

The term 'substance' is used to refer to alcohol, drugs and prescription medication used with narcotic or intoxicating intent.

The aim of the University of Helsinki substance abuse programme is to

- Promote the ability to study and work
- Promote students' health and wellbeing
- Prevent substance abuse issues
- Present procedures to address students' substance abuse problems and referral to treatment

The University of Helsinki substance abuse programme emphasises preventive activities and early support of students. The substance abuse programme promotes the maintenance of a safe study and work environment. In addition to preventive activities, the substance abuse programme presents instructions on how to act when encountering substance abuse problems and concomitant inappropriate behaviour. The substance abuse programme also provides information related to the consequences of attending studies or a traineeship under the influence of intoxicants or while behaving inappropriately.

The University's wellbeing group for students has gone through the substance abuse programme (2 June 2020) and will give recommendations on how the substance abuse programme will be concretely implemented at the University. The substance abuse programme has been approved by the decision of the director of development dated 17 November 2020. The planning officer for study ability and student wellbeing (Guidance Coordination Services) is responsible for coordinating the substance abuse programme at the University. The head of academic affairs at each faculty serves as the substance abuse contact person and acquaints themselves with the substance abuse programme, monitors its implementation at the faculty and assists in and addresses substance abuse situations when they arise.

According to subsection 3 of section 43 d of the Universities Act (558/2009), "the university must have written guidelines drawn up in cooperation with the student healthcare officials for preventing the use of narcotics by students and for intervening in drug problems" in order to have the right to demand a drug test certificate in situations referred to in the Universities Act. This programme contains the guidelines referred to in the Act.

1. PREVENTION

As a university community, the University of Helsinki wishes to provide a safe study environment where substance abuse that has a negative impact on studies and teaching is prevented. This also means that issues are addressed when the need arises and students are referred on in problem situations.

The safety of the study environment means, for example, that no one participates in teaching or a traineeship or enters study facilities under the influence of intoxicants.

It is part of a study culture that is safe and takes others into account that, from the very beginning of studies, consideration is given to what is reasonable use of intoxicating substances. For example, in tutoring and other study community activities, attention should be paid to making sure that serving intoxicating substances does not develop into an intrinsic part of the group's activities. This also means that an alcohol-free option is always available and no one is pressured into using intoxicants on purpose, inadvertently, or, for example, by appealing to traditions.

The University communicates to new students and tutors about the substance abuse programme annually and the University's wellbeing group monitors the implementation of the substance abuse programme as well as the general wellbeing of students regularly through various feedback channels.

At the start of their studies, each student will be appointed a teacher tutor or equivalent individual performing the same duties under some other title. The teacher tutor is the student's support person for questions relating to the progress of his or her studies and for guiding the student in preparing their Personal Study Plan (PSP). Issues related to the coping, wellbeing and substance use of a student may arise during personal guidance. Teacher tutors will also be informed about the substance abuse programme and they will receive guidelines for addressing problems and referring students on.

At the University of Helsinki, the heads of academic affairs serve as substance abuse contact persons. They are tasked with giving advice and supporting students in addressing substance abuse problems and carrying out early intervention according to the guidelines presented in this substance abuse programme. The University's heads of academic affairs (hereinafter substance abuse contact persons) will be trained in early-intervention discussions related to substance abuse problems, and teaching staff (teacher tutors, in particular) will be informed about how to refer students for treatment especially when the substance abuse of a student becomes evident in a supervision situation.

1.1 Guidelines related to more responsible use of alcohol at student community events

Principles for a safer place will be promoted at University events and student events organised by the University and the aim is to prevent substance abuse situations with concrete measures:

- The start and end time of the event is clearly communicated.
- It is ensured that there is a varied and sufficient selection of alcohol-free drinks available.
- Only mild alcoholic beverages are served at the event.
- There is enough food and snacks served during the event.
- It is ensured that alcohol is served in clear servings, so that the participants can remain aware of how much they have drunk.
- The number of servings offered to participants will be limited, for example, to two servings per person.
- Event organisers are trained in the responsible service of alcohol guidelines.
- Serving alcohol to intoxicated individuals is not permitted.

1.2. Principles for a safer space

The aim is to take into account the principles for a safer space at student community events and facilities. There are many versions of principles for a safer space and one version is available on the [University of Helsinki's Student Union wikispaces](#) (in Finnish only). The guidelines provide advice on planning events and

provide instructions on addressing inappropriate behaviour.

1.3. Ethical principles of teaching and studies

The guide to the [Ethical principles of Studying and Teaching at the University of Helsinki](#)

describes the value basis and objectives of our operations.

2. RECOGNISING A SUBSTANCE ABUSE PROBLEM

A substance abuse problem refers to situations where the effect of alcohol or some other intoxicant threatens or hinders studies, traineeships related to studies, study ability and safety or the study atmosphere. Substance abuse may be apparent in appearing drunk or hungover, the smell of alcohol, or some other sign of substance use. If problems stemming from substance abuse during leisure time become evident in studies or a student attends studies while either drunk or hungover, guidelines presented in the substance abuse programme will be followed.

Substance abuse may be an underlying factor in many kinds of adverse behaviours as well as issues with life management and the ability to function, such as recurring short absences, tardiness or lowered academic performance. The FSHS aims to identify substance abuse in the first-year students' health survey and provide help.

Early intervention and addressing the issue is beneficial for the student. If staff become concerned about a student's possible substance abuse problem, the matter must be immediately discussed with the student. It is always possible to ask the student how they are doing. Expressing concern for a student's situation does not require evidence. Addressing the issue must take place in a constructive manner without stigmatising the student.

3. INTERVENING IN SUBSTANCE ABUSE

When a student is found to have a substance abuse problem, the staff will make an effort to intervene as early as possible. The primary objective of the substance abuse intervention and the early intervention discussion is to support the student in their studies. In all situations, care must be taken to ensure that the legal protection of those involved is not violated. Depending on the situation, substance abuse problem intervention can take place, for example, in the following ways:

- **An early intervention discussion** is the primary measure when a student's substance abuse raises concern.
- **The student will be referred for treatment** if substance abuse has clearly affected their study performance, endangered safety or, in a serious manner, the student's own health, or the student's drug use is at dependency level.
- Section 4 describes the disciplinary sanctions with regard to substance abuse.

3.1. What does intervention mean in practice?

An early intervention discussion should take place in an open atmosphere and the sensitive nature of a substance abuse problem must be taken into consideration. Early intervention discussions are always conducted one on one. A student's substance use may not be discussed in a group or with other students present.

It is recommended that the person carrying out the intervention discussion is the student's teacher tutor. The early intervention discussion can also be carried out by some other member of the teaching staff who knows the student's current situation the best. All discussions between a teacher and a student on the matter are confidential and the teacher is not allowed to disclose the student's personal information without their consent. Possible follow-up actions are jointly agreed by the student and the teacher who carried out the early intervention discussion. (In more serious cases, such as when a drug test is required, the student will be supervised in follow-up actions by a substance abuse contact person and the FSHS, see section 3.3.)

Another student may also address the issue by, for example, asking the other student how they are feeling, or referring them on to a teacher tutor.

The aim of the discussion is to express concern about the student's substance use and its impact on their studies and wellbeing. In these situations, the discussion itself can be considered early intervention but the situation should be reassessed within a couple of weeks by again asking the student how they are doing. During the early intervention discussion, it should always be suggested that the student contact an FSHS doctor for an assessment of the overall situation.

3.1.1. Substance abuse contact persons provide advice and support for carrying out the early intervention discussion

Teaching staff, a teacher tutor, or a fellow student may contact the faculty's substance abuse

contact person if the substance abuse of a student has raised concern and they require advice and support in how to

intervene in the substance abuse problem. The substance abuse contact person also collects reports on students removed from lectures due to substance abuse.

3.2. Treatment referral

If substance abuse has clearly affected the student's study performance, endangered safety or, in a serious manner, the student's own health, or the student's drug use is at dependency level, the substance abuse contact person will organise a treatment referral negotiation for the student.

The treatment referral negotiation will be attended by 1) the student, 2) a representative of the FSHS, 3) a representative or representatives of the University/faculty (e.g., teacher or substance abuse contact person) and, when necessary, the student's support person.

The FSHS representative will chair the meeting. The substance abuse contact person will act as a liaison between the faculty, the FSHS and the clinics. It is recommended that, in order to expedite the treatment referral process, the student contact the FSHS themselves for a situation assessment and a treatment plan

prior to the meeting. The content of FSHS visits is confidential and matters discussed will not be discussed in the treatment referral negotiation without the consent of the student.

The aim of the treatment referral negotiation is to make the student understand the need for treatment as well as to seek it, and to ensure that appropriate treatment is available. The student is responsible for committing to treatment and the healthcare unit is responsible for the treatment. The University cannot assume responsibility for the treatment of the student and it does not have a right to gain information about the student's treatment without legal grounds.

3.2.1. Treatment options

Substance abuse problems are treated, for example, by the A-Clinic Foundation's Youth Clinic or the FSHS. The most appropriate place to perform the assessment of care needs is the FSHS. The treatment is often individual psychotherapy. If there is a need for a period of institutional rehabilitation, funding is arranged in cooperation with the student's home town's social services and healthcare division. The student is eligible for a rehabilitation allowance from the Social Insurance Institution of Finland (Kela) for the duration of the institutional rehabilitation period.

4. SANCTIONS

“When there are justifiable grounds to suspect that the student has a drug addiction, or is under the influence of drugs while in practical training or while performing practical tasks relating to studies”, the University “may oblige a student to present a drug test certificate” (section 43 d of the Universities Act).

When a student’s behaviour causes disruption to teaching or endangers the safety of the study environment, the University may use the following disciplinary measures (section 45 of the Universities Act):

- Remove the student from the teaching situation
- Revoke the right to study for three days
- Give a written warning or
- Suspend the student for a fixed term
- The University may also revoke the student's right to study in situations referred to in so-called SORA legislation.

You can read more about these procedures from the appended University of Helsinki substance abuse programme for students. The PDF file also includes forms related to disciplinary sanctions.

4.1. Drug testing

The University (faculty dean or substance abuse contact person, i.e., the head of academic affairs) may oblige a student to present a drug test certificate when there are

justifiable grounds to suspect that the student has a drug addiction, or is under the influence of drugs while in practical training or while performing practical tasks relating to studies (Appendix 3). The dean of the faculty makes the decision on drug testing based on the preparation work of the head of academic affairs, i.e., the substance abuse contact person. If the substance abuse contact person is disqualified from acting, their substitute will serve as the official preparing the decision.

A precondition is that the testing is necessary for ascertaining the student's functional capacity and the student performs tasks which require especial acuity, reliability, independent judgement or good reactions and where working under the influence of drugs or drug:

- 1) seriously endangers the student's or some other person's life or health
- 2) seriously endangers the protection or integrity of data protected by confidentiality provisions; or
- 3) significantly increases the risk of illicit trafficking or distribution of substances referred to in section 3(1)(5) of the Narcotics Act (373/2008) which are in the possession of the university or the place of training” (section 43d of the Universities Act).

A drug test certificate can be required from University students in all fields.

The blood or urine sample is given under monitored and controlled circumstances, following the guidelines of the Ministry of Social Affairs and Health on drug testing at the workplace. The test results are interpreted

in a healthcare unit independent of the University, usually the FSHS. The individual being tested always has the right to receive the test results in writing.

Ordering a student to undergo drug testing is a factual administrative action taken on the basis of justified background information. The drug test should be performed on the same day the suspicion of being under the influence of drugs was raised, preferably immediately. The student must submit the drug test result within three weeks of when it was originally requested (see form 3 in the appendices). A student can refuse to take the test. In this case, the student will naturally not be able to present the University with a drug test certificate, which the University has obliged them to present. It is also possible that a student agrees to taking the test but refuses to submit the subsequent certificate to the University. Refusal to present a drug test certificate can lead to disciplinary action: based on section 45 of the Universities Act, the rector may issue a written caution to the student. If, after having been issued with a written caution, the student repeatedly refuses to present the test certificate, the University Board may suspend the student for up to a year. Before making these decisions, the student must be heard in compliance with the requirements of the Administrative Procedure Act (434/2003) within a reasonable period of time, when a certificate has not been submitted. A hearing is also naturally necessary in a situation where, based on the test result, the revocation of the student's right to study is being considered. The hearing is conducted either in writing or orally. If the hearing is organised orally, a memorandum will be drawn up for the hearing and it will be signed at the end of the hearing.

The student has the right to have someone assist them in handling the matter and at the hearing. The student may request assistance from, for example, the Student Union. The student has the right to refuse the right to be heard, but in most cases it is beneficial for the student to express their own view of the issue at hand. Even in the case where the student has not submitted a statement by the deadline, a decision will be made in the matter.

4.2. Removal from a teaching event

According to section 45 of the Universities Act, "a student who disrupts teaching, behaves threateningly or violently or endangers the life or health of another person may be ordered to leave the premises where teaching takes place or an event organised by the university".

A teacher or any other staff member may remove the student from the teaching situation. Removal from a teaching event is a factual administrative action taken on the basis of a justified reason. Any removal is documented on a form (Appendix 1) and submitted to the faculty's head of academic affairs.

If the removal from a teaching or other event was caused by substance abuse, it is recommended that the substance abuse contact person arrange an early intervention discussion with the student in conjunction with the removal or as soon as possible

thereafter. When necessary, the substance abuse contact person may arrange a treatment referral negotiation.

4.3. Ban from attending teaching

Pursuant to section 45 of the Universities Act, "A student may be banned from attending teaching for a maximum of three days where there is a risk that the safety of another student or a person working in the university or some other teaching facility is threatened as a result of

the student's threatening or violent behaviour or where the disruptive conduct of the student makes teaching and associated activities unduly difficult”.

Again, section 45 of the Universities Act states that “the rector, a member of the teaching and research staff, and the training instructor may act jointly or separately” in banning a student from attending teaching.

A ban from attending teaching for a fixed term is a factual administrative action taken on the basis of a justified reason. Any ban from attending teaching is documented on a form (Appendix 2) and submitted to the faculty's head of academic affairs.

If the removal from a teaching or other event was caused by substance abuse, it is recommended that the substance abuse contact person arrange an early intervention discussion with the student in conjunction with the removal or as soon as possible

thereafter. When necessary, the substance abuse contact person may arrange a treatment referral negotiation.

As a rule, the student does not have the right to pursue studies during the ban from teaching. The teacher is also not obliged to provide alternative teaching arrangements if the student, through their own action, has been prevented from participating in teaching. An exception to this is an unreasonable sanction, for example, in the case where the course is next organised a year later, thus delaying graduation by a year. The simple fact that a course is organised rarely cannot be the sole justification for making allowances for a student.

4.4. Written caution and suspension for a fixed term

A student may be issued with a written caution if they disrupt teaching, behave threateningly or violently, act under false pretences or otherwise cause disorder at the university, refuse to present a drug test certificate, or have used narcotics for purposes other than medical treatment in a way that undermines their functional capacity. If the student's act is serious in nature or if their improper behaviour continues after having been cautioned, the student may be suspended from the university for a fixed period of a maximum of one year.

The caution is issued by the rector of the University and the University Board decides on the suspension. Before the decision, the student must be heard in compliance with the requirements of the Administrative Procedure Act.

The hearing must take place within a reasonable time from when the disciplinary action was instituted. The hearing is conducted either in writing or orally. If the hearing is organised orally, a memorandum will be drawn up for the hearing and it will be signed at the end of the hearing.

The student has the right to have someone assist them in handling the matter and at the hearing. The student may request assistance from, for example, the Student Union. The student has the right to refuse the right to be heard, but in most cases it is beneficial for the student to express their own view of the issue at hand. Even in the case where the student has not submitted a statement by the deadline, a decision will be made in the matter.

4.5. Revocation of the right to study (SORA disciplines)

As a last-resort measure to tackle safety concerns in situations where the studies involve requirements concerning the safety of minors or patient or customer safety, the University may revoke the student's right to study.

Degrees to which this revocation of study right applies are Bachelor of Science (Pharmacy), Master of Science (Pharmacy), Bachelor and Licentiate of Dentistry, Bachelor and Master of Arts (Psychology), and Bachelor and Master of Arts (Logopedics). In addition, the right to study of those training to be social workers, psychotherapists or teachers may be revoked.

The primary aim must be to treat the student's substance abuse problem and the revocation of the study right should only be considered if the student's substance abuse problem continues to be evident in their studies. If the student's substance abuse has repeatedly or severely endangered the health or safety of another individual or the circumstances otherwise warrant it, the launching of the revocation process may be the primary option.

Pursuant to section 43 a of the Universities Act, the University may revoke the right to study if:

1. The student, by repeatedly or seriously endangering the health or safety of another person, has proven to be manifestly unsuitable to perform practical assignments or practical training related to studies; or
2. It is evident that the student does not fulfil the prerequisites for admission referred to in section 37 a(1) in regard to his or her state of health or functional capacity; or
3. At the application stage, the student has concealed a decision to revoke the right to study referred to in section 37 a(2) which could have prevented his or her admission as a student; or
4. The student has been sentenced for a crime separately referred to in the law, namely indecency and sexual offences, murder, voluntary or involuntary manslaughter, aggravated assault, aggravated robbery (but not narcotics offences), if work with minors is an essential part of the student's studies or practical training related to studies, and the revocation is necessary in order to protect minors.

In all cases, before the revocation of the right to study, the University, in cooperation with the student, must explore the student's possibilities to apply for some other training. With the student's consent, they may be transferred to some other training at the University, the admission requirements of which they fulfil. The decision to revoke the right to study is taken by the University Board.

Before the revocation of the right to study, a necessary investigation of the issue must be carried out and the student must be given the chance to be heard. When considering the initiation of the revocation process, legal counsel of the University must be consulted.

The right to study may be reinstated if the prerequisites referred to in the Act are met. If a student's right to study has been revoked due to a substance abuse problem, they may apply for the reinstatement of their right to study if the substance abuse problem no longer persists and a physician has confirmed that the student fulfils the health requirements related to the field. The decision to reinstate the right to study is made by the University Board.

5. DATA PROCESSING AND CONFIDENTIALITY

A student's personal health data are also processed when dealing with a substance abuse problem. The regulation states that "data concerning health" means personal data related to the physical or mental health of a natural person, including the provision of healthcare services, which reveal information about his or her health status. Students' personal data with regard to their health status and functional capacity in processes related to the granting, revocation and reinstatement of rights to study and disciplinary measures may be processed only by individuals who prepare or make decisions on admission, on revocation or reinstatement of the right to study, or on disciplinary action or by those who issue statements on these matters. Moreover, an individual in the service of the University as well as elected officials must not disclose confidential information obtained in the service of the University.

The provisions on confidentiality notwithstanding, such information on a student's health status and functional capacity as is necessary for the execution of a university's duties may be supplied by the holder of this information to:

1. the rector of a university and those responsible for the security of the university for the purpose of ensuring the safety to pursue studies;
2. a person responsible for study counselling for the purpose of guiding the student to other studies or support services;
3. a person responsible for student healthcare for the purpose of ensuring the student's health and safety;
4. a person responsible for practical training for the purpose of ensuring the safety of the student and the safety of staff and clients at the place of training; and
5. the police and a representative of the university who is primarily responsible for investigating threats to security for the purpose of assessing if there is an imminent threat to safety or if the student's state of health poses a danger to the safety of others involved in the assessment.

6. RESPONSIBILITIES AND DUTIES

This section discusses the various active bodies of the University's substance abuse programme and their respective duties related to prevention and acting on substance abuse situations.

It is the responsibility of the University's wellbeing group/faculty to

- Promote a substance-free study environment and the responsible use of alcohol
- Regularly communicate and distribute information about the University of Helsinki's substance abuse programme for students every academic year (Guidance Coordination Services provides the guidelines for the Instructions for Students and Instructions for Teaching websites as well as for tutor training, etc.)
- Plan substance abuse prevention
- Agree on shared operating methods and handling of other issues related to wellbeing
- The wellbeing group will monitor the substance abuse situation at the University/faculties.
- The university/faculty must ensure sufficient training and support resources in order for the parties/teacher tutors to be able to engage in early intervention discussions and/or refer students to support services.

- Clearly define the/those University party(ies) (dean and substance abuse contact person or their deputies) who can compel the student to present a drug test certificate.

It is the duty of the party supervising the student/teacher tutor to

- Intervene without delay in the reduced study ability of a student and in substance abuse situations with an early intervention discussion
- When needed, refer the student to student healthcare services

It is the responsibility of the substance abuse contact person to

- Ensure that the serving of alcohol at faculty events is done responsibly (see section 1.1)
- Communicate and distribute information on the University of Helsinki's substance abuse programme for students (guidelines are centrally provided for the Instructions for Students and the Instructions for Teaching websites)
- Cooperate with student healthcare services to prevent substance abuse problems
- Map the status of substance abuse issues at the faculty and draw up a summary of the situation if, for example, the educational institution or first-year student surveys so demand
- Intervene without delay in the reduced study ability of a student and in substance abuse situations with an early intervention discussion
- When needed, refer the student to student healthcare services
- Arrange with healthcare services (usually the FSHS) the practicalities of drug testing

It is the responsibility of student healthcare services to

- Support the substance-free life of students and the prevention of substance abuse
- Participate in the meetings of the wellbeing group/substance abuse contact persons and the implementation of training related to the prevention of substance abuse problems
- Provide information related to the effects of substance abuse on health and study ability in conjunction with health checks and appointments
- Highlight issues promoting a substance-free lifestyle and health at wellbeing events and on its website
- Aim to identify detrimental substance abuse in the first-year students' health survey and by actively addressing substance use during appointments
- Screen for alcohol abuse with the AUDIT test and provide guidance and advice to users at risk
- Guide substance-addicted students to services responsible for substance abuse treatment
- Participate as an invited party to treatment referral negotiations
- Support the substance abuse rehabilitee's return to studies

It is the responsibility of the Student Union to

- Ensure that there is always an alcohol-free alternative available at Student Union events and promote the principles for a safer space at events
- Aim to prevent problems caused by substance abuse

It is the responsibility of peer tutors to

- Take into account that only some students use alcohol and that alcohol-free environments are preferred at events. The University provides tutors with enough training on group supervision and

on a responsible substance use culture in the student community. Getting to know people is facilitated through goal-oriented exercises, not intoxication.

- Promote the Student Union's and the University's principles for a safer space and their implementation in student communities and student events:
 - <https://wiki.hyy.fi/index.php/Yhdenvertaisuus>
 - <https://guide.student.helsinki.fi/en/article/guidance-corner-principles-safer-space>

It is the responsibility of students to

- Arrive for studies in a state appropriate for studying
- Promote a safe and responsible substance use culture through their own actions
- Seek help for their substance abuse problems

7. FORMS

Appendix 1 Removal from a teaching event due to substance use

According to section 45 of the Universities Act, "a student who disrupts teaching, behaves threateningly or violently or endangers the life or health of another person may be ordered to leave the premises where teaching takes place or an event organised by the university".

Name of student	Personal identity code
Course/teaching event	
Description of the situation (view of the teacher/staff member present during the situation)	
How was the substance abuse detected? Select one of the below or describe in your own words. (view of the teacher/staff member present during the situation) ☐ Alcohol intoxication ☐ Other withdrawal symptoms ☐ Other intoxication ☐ Inappropriate or disruptive behaviour ☐ Hangover Further information:	
Student's own view of the situation:	
Date and place Student's signature, name in block letters and contact information Signature of the teacher/staff member, name in block letters and contact information	

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This form is to submitted to the Faculty's student substance abuse contact person (head of academic affairs)

Appendix 2 Ban from attending teaching

Pursuant to section 45 a of the Universities Act, "A student may be banned from attending teaching for a maximum of three days where there is a risk that the safety of another student or a person working in the university or some other teaching facility is threatened as a result of

the student's threatening or violent behaviour or where the disruptive conduct of the student makes teaching and associated activities unduly difficult".

Name of student	Personal identity code
Course/teaching event	
Grounds for ban from attending teaching (provided by the teacher/traineeship supervisor):	
The period during which attending teaching is banned:	
How was the substance abuse detected? Select one of the below or describe in your own words. ☐ Alcohol intoxication ☐ Other withdrawal symptoms ☐ Other intoxication ☐ Inappropriate or disruptive behaviour ☐ Hangover	
Further information:	
Student's own view of the situation:	
Date and place Student's signature, name in block letters and contact information Signature of the teacher or traineeship supervisor, name in block letters and contact information	

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This form is to be submitted to the Faculty's student substance abuse contact person (head of academic affairs)

Appendix 3 Data transfer from the University to a healthcare provider

The student is obliged to present a drug test certificate

The student must take the test immediately, and in any case no later than one day after having received this form (see date at the bottom of the form). The certificate must be submitted to the Faculty's substance abuse contact person within three weeks of receiving it:

(Contact information of the Faculty's substance abuse contact person)

Name of student	Personal identity code						
Grounds for the obligation to present a drug test certificate ☐ Suspicion of being under the influence of drugs ☐ Suspicion of drug dependency Written description:							
Suspected intoxication Place Date and time							
Name of the person who assessed the intoxicated state* Name Phone number							
*Representative of the University or traineeship organisation							
Assessment of the intoxicated state <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"> Speech ☐ articulate ☐ inarticulate </td> <td style="width: 33%;"> Responsiveness ☐ yes ☐ reduced </td> <td style="width: 33%;"> Sense of time and place ☐ yes ☐ reduced </td> </tr> <tr> <td> Gait ☐ steady ☐ unsteady </td> <td> Reactions ☐ normal ☐ slowed down </td> <td> Smell of alcohol ☐ no ☐ yes </td> </tr> </table>		Speech ☐ articulate ☐ inarticulate	Responsiveness ☐ yes ☐ reduced	Sense of time and place ☐ yes ☐ reduced	Gait ☐ steady ☐ unsteady	Reactions ☐ normal ☐ slowed down	Smell of alcohol ☐ no ☐ yes
Speech ☐ articulate ☐ inarticulate	Responsiveness ☐ yes ☐ reduced	Sense of time and place ☐ yes ☐ reduced					
Gait ☐ steady ☐ unsteady	Reactions ☐ normal ☐ slowed down	Smell of alcohol ☐ no ☐ yes					

Appearance ☐ calm/collected ☐ sleepy ☐ euphoric/feeling manic ☐ belligerent ☐ anxious ☐ weepy	
Physical symptoms ☐ none ☐ tremors ☐ restlessness ☐ vomiting ☐ sweating	
Description of reduced functional capacity:	
Contact information of the University representative obliging the student to present a drug test certificate: Name Phone number	
The student has been referred to a healthcare provider for drug testing	
Date and time	
Name of the healthcare unit	
Name of escort, if any	

Student's own view of the situation:

☐ I admit drug use/drug addiction

☐ I deny drug use/drug addiction

Written response:

_____	_____
Date	Student's signature

The student must bring a photo ID to the drug test.

The original copy of this document is the University's copy. One copy has been given to the student and one copy will be kept at the healthcare unit.