



Students' Union of Tampere  
University of Applied Sciences

# STUDENT'S GUIDEBOOK



2021  
2022

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# Tamko - Your Students' Union

Tamko is the Students' Union for students of Tampere University of Applied Sciences (TAMK).

Tamko's main tasks consist of representing students within TAMK administration, promoting their educational affairs as well as wellbeing and social conditions. Tamko also organizes tutoring, sports services and other leisure activities. We all work for students – to develop the quality of higher education and make your studenthood stress-free and memorable!

Tamko members have a right to vote and become a candidate in Tamko's council elections. Council of representatives holds the highest authority in the Students' Union, and it elects the board. The board is responsible for Tamko's activities together with employees.

**Student card** is the clearest sign of Tamko's membership. It is nationally recognized and entitles you to hundreds of benefits and discounts including student-priced meals, cheaper public transport and sport services.

Tamko organizes culture and leisure activities for students. There are several clubs related to different hobbies and study fields. Tamko trains all student tutors you are going to meet. Take a step towards active student life and join us online: <https://tamko.fi/en/membership>

You are the most welcome to join – there are more than 7000 of us already!

**For more information, contact [office@tamko.fi](mailto:office@tamko.fi)**



# Solu - Student's living room

Tamko's office, nicknamed Solu, is located in the L-building of TAMK's Main Campus. The workspaces of the Students' Union's Board and employees are located in Solu.

Solu is the center of the Student's Union's activities. All the services of the Students' Union are there, including student cards. You are welcome to come see us in Solu if you need advice on anything. We have event tickets, overalls patches and borrowable sports equipment, such as badminton rackets, sleds and pesäpallo (Finnish baseball) equipment, and you can have a cup of coffee or tea courtesy of Tamko.

## **Tamko's office opening hours:**

Mon-Fri 9am - 4pm

## **Address & Contact information**

Kuntokatu 3, L-building  
TAMK  
FI-33520 TAMPERE

[www.tamko.fi/en](http://www.tamko.fi/en)  
[office\(at\)tamko.fi](mailto:office(at)tamko.fi)  
+358 44 382 6561

## **Follow us on social media:**

**Facebook:**  
[opiskelijakuntatamko](https://www.facebook.com/opiskelijakuntatamko)

**Instagram:**  
[opiskelijakuntatamko](https://www.instagram.com/opiskelijakuntatamko)

**Twitter:**  
[TamkoTre](https://twitter.com/TamkoTre)



# Rentable spaces

Tamko's office Solu has sauna and conference facilities available for rent. The space has a capacity for 35 people. The facilities consist of sauna, a fully equipped kitchen and a conference room with audio equipment and a projector for laptop. The rent does not include towels or cleaning, so bring your own towels and please clean before leaving.

Tamko members can use the meeting facilities for free during Solu's opening hours on weekdays.

The price list for renting the facilities in the evening or weekends:

- Tamko members: Sun - Thu 130 € / Fri - Sat 170 €
- Members of Tampere Universities: Sun - Thu 155 € / Fri - Sat 195 €
- Others: Sun - Thu 240 € / Fri - Sat 280 €

Check our [online calendar](#) for sauna reservations.

Reservations and further information [sauna\(at\)tamko.fi](mailto:sauna@tamko.fi)



# TO THE SAUNA?

Rent Solu's Sauna  
for your use!

[www.tamko.fi](http://www.tamko.fi)

[sauna@tamko.fi](mailto:sauna@tamko.fi)

# Student card

As a member of the Students' Union Tamko you get an official Finnish student card. It is a key to hundreds of local and national student benefits, including many public transport discounts and student-priced meals. You will also have a fair discount on Tamko's services and activities. Please note that these benefits are not available with international student cards.



After you have joined the Students' Union, you'll receive a student card with a semester sticker that shows the validity of the card. Your student card can also be used as a library and printing card in all TAMK's campuses.

As a member, you also have the possibility to run for positions and vote in the annual elections of the Students' Union. You may also apply for grants for excursions, projects and student clubs.

## Cheaper meals with your student card

With a Finnish student card you are entitled to student-priced meals in all student restaurants. If you study a bachelor's or master's degree or attend a higher education institution as an exchange student, you qualify for Kela's meal subsidy.

The subsidy is deducted from the price of a meal at the student restaurant, and you only need to pay the discounted price. Redeem your meal subsidy by presenting a valid student card or a meal subsidy card in the Pivo application:

1. Download Pivo for your phone and activate it with your online banking codes and payment card
2. Open the Student card from Pivo's main interface
3. Select the Meal subsidy card and your institution
4. Create a Meal subsidy card for yourself by following Pivo's instructions

In TAMK's main campus the meal subsidy lunch is provided by Campusravita.

**CAMPUS**  
**ravita**

# PIVO mobile student card

PIVO mobile student card is available for Tamko members. It works just like regular student card – by showing the mobile app you enjoy all the same benefits. Download PIVO from app store (Google Play or AppStore) and log in with an electronic identification method. PIVO checks that you are a present student in TAMK and have paid the Students' Union membership fee.

You cannot join Tamko through Pivo. That is done through the membership application form on Tamko's website. You can download Pivo for your phone from your app store.



## Opiskelijan Tampere

Opiskelijan Tampere is a students' association founded by student unions of Tampere Universities. The purpose of Opiskelijan Tampere is to make your student life as convenient as possible.

Opiskelijan Tampere negotiates the benefits and discounts you enjoy with your student card. They also provide an INT housing programme for exchange students as well as an apartment listing where you can search for a roommate or place to rent. Their website also provides useful information of student life in Tampere.

[www.opiskelijantampere.fi](http://www.opiskelijantampere.fi)



# Tamko

## Board's activities

Tamko's Board is responsible for the daily activities of the Students' Union. Activities are guided by the policies set by the Council. The easiest way to influence the activities of the Students' Union, the matters that concern all of us, is to be in contact with the Council and the Board. All of our actors are students of TAMK, just like you.

There is something for everyone in Tamko, whether you are interested in sports, organizing parties or politics.

The Board's activities are divided into smaller sectors that are coordinated by the Chairpersons and the Board members responsible for educational affairs, social affairs, stakeholder relations, events, well-being and culture, international affairs, and tutoring.

The Board convenes regularly, and its members are involved in various working groups, meetings and events: the daily activities of the Board consist of this.

A new Board is elected every autumn after the Council elections. If you are interested in joining the group of actives who run the show, you are more than welcome to come to Tamko's office to grill the current actives!

## Council's activities

The Council is the highest decision-making body of the Students' Union. The Council consists of 21 members that are selected every year by elections. All members of Tamko can vote and stand as a candidate in the elections. You can run for election to the Council during August–September. Follow Tamko's announcements and join the Council!



## Educational Affairs

Educational affairs cover the monitoring and development of the functionality and quality of education and higher education services. Students can see the results of educational affairs work in, for example, the quality of teaching, equal treatment of students and overall smooth running of studies. Educational advocacy work is related to the structure and quality of education and degrees, the funding and study guidance system of the University of Applied Sciences and internationalization.

The educational advocacy work of the Students' Union aims for the development of education and guidance. For more information about the educational affairs activities of the Students' Union, contact the educational affairs representative of the Board.

Educational affairs representative [kopo\(at\)tamko.fi](mailto:kopo(at)tamko.fi)

### **SAMOK – University of Applied Sciences Students in Finland**

The educational affairs at a national level are carried out by SAMOK, the Union of University of Applied Sciences Students in Finland.

# Social affairs

Social affairs concern all things related to student life. These things include livelihood, housing, health, equality and accessibility, among other things. To make sure that the students' interests are looked after, we advocate for the students in the social policy debate both on the municipal and national level. We do urban advocacy work in cooperation with Opiskelijan Tampere and the Student Union of Tampere University (TREY).

The objective of our work is to promote students' well-being and improve their social status. You can participate in Tamko's social affairs activities through our sports, club and leisure activities.

Social affairs representative [sopo\(at\)tamko.fi](mailto:sopo(at)tamko.fi)

# International affairs

The central focuses of Tamko's international affairs activities are international tutoring and representing the international point of view when promoting students' interests. The objective of our international affairs activities is to enhance the integration of foreign students and to enable internationalization at home for Finnish students.

Club International Tampere (CLINT), a sub-association of Tamko, organizes a variety of events, trips and other activities with an international spirit. Tamko and CLINT rent Survival Kits to international students. Survival Kits contain the basic necessities of a student apartment for the exchange period.

Tamko's international affairs representative: [international\(at\)tamko.fi](mailto:international(at)tamko.fi)

CLINT's contact information: [clint.fi](http://clint.fi) and [clint\(at\)tamko.fi](mailto:clint(at)tamko.fi)



# Tutoring

Tutors are here to help other students to settle down in a new environment. They make sure every new student gets along in Tampere University of Applied Sciences starting from the very first day. All tutors are students themselves and have already gone through at least one year of studying and student life in TAMK before becoming a tutor. Tamko trains and coordinates all student tutoring in TAMK.

You can always turn to any tutor, no matter the degree programme. They are here to help! They may not know answers to all questions, but at least they can show where to get the answers.

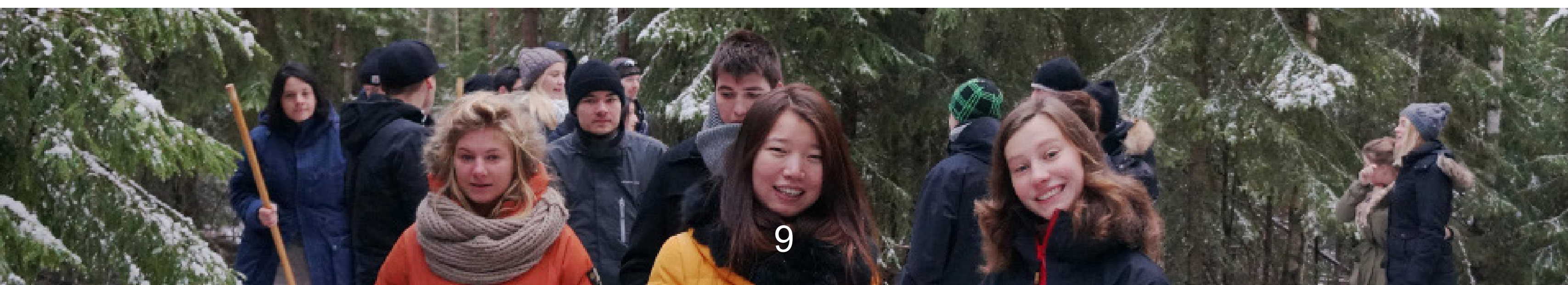
## Degree tutoring

Degree tutors are an important factor in making foreign degree students feel comfortable and start their studies at TAMK. Degree tutors familiarize students with TAMK procedures and degree programmes, Finland, Finnish culture and student life. Degree tutor training is available for all foreign students in English Degree Programmes. The language of tutor training is English as well.

## International tutoring

International tutor is often the first connection exchange student has with Finland. They take care that exchange students adapt to TAMK, Tampere and Finland. International tutoring is a great way of making friends and networking around the world. In addition, it offers new experiences and improves your language skills. International tutor trainings are organized twice a year. Both Finnish and foreign degree students are welcomed to be international tutors.

Tutoring representative  
tuutorointi(at)tamko.fi



# Leisure and hobby activities

There is more to student life than exam books and laboratory flasks. Recreational activities are important for each and every one of us. Students' well-being on their free time is also important for us in the Students' Union. In addition to our own recreational events, we will let you know about events organized by external entities and TREY, as well as about hobby opportunities when possible.

In addition to student associations, there is a wide variety of student and hobby clubs that operate within TAMK. You can find new friends and hobbies in the clubs. All TAMK students have the opportunity to found a new club. The clubs that operate under the Students' Union can apply for operational grants. In addition to financial support, Tamko offers its clubs email addresses and mailing lists, financial administration, counseling and support in communications, if necessary.

Tamko's own annual events include, for example, Tursajaiset, an initiation party for the new students that is held every autumn and spring; a recruiting event called Gateway to work life; and other various events related to well-being and educational and social affairs on the campuses. We are always looking for new ideas – do not hesitate to contact us if you have new event ideas!

## **Tamko's event representative**

[tapahtumat@tamko.fi](mailto:tapahtumat@tamko.fi)

## **Tamko's stakeholder relations representative**

[sidosryhma@tamko.fi](mailto:sidosryhma@tamko.fi)

## **Tamko's well-being and culture representative**

[Kulttuuri@tamko.fi](mailto:Kulttuuri@tamko.fi)

# Student's sport services

## SportUni

TAMK's sports services are produced in cooperation with SportUni. By paying the SportUni fee, you can use all the sports services of the sport centres on the three campuses. You can find SportUni's sport centres in Kauppi (TAMK's L-building), Hervanta and City Centre's "Atalpa".

SportUni enables high-quality, versatile and equal sports services for the students and staff in Tampere University of Applied Sciences and Tampere University. SportUni offers a wide range of group exercise, instructed sports, sports trials and courses as well as facilities and equipment that enable you to exercise independently.

You are required to pay the SportUni fee to use the sports services. Tamko members can use SportUni's services for a student-friendly price: €46 for the autumn semester (until the end of December) / €80 for the whole year (until the end of July 2022). Tamko member can pay the fee at Tamko's office or by an electronic payment via TUNI Pay. You can pay with cash or common payment cards at Tamko's office.

If you are not a member of the Students' Union, SportUni fee is higher, and you pay it at the customer service of any of the sport centres by a payment card or an electronic payment via TUNI Pay.



## Tolu

Tolu, founded in the spring of 2011, is a sports club that operates within TAMK. The club's official name is Tampereen orastavat lihakset urheiluseura ry (freely translated as Tampere's Emerging Muscles Sports Club). The purpose of the club is to promote the exercising and sport-related opportunities of TAMK's students and staff and to organize various sport courses and events.

Tolu is a non-profit club that aims to offer opportunities for trying various different activities and sports for a student-friendly price. To support our activities, we have been granted a club development subsidy by the Ministry of Education and Culture.

Come join us in the delights of sports and good company!

[Tolu on Facebook](#)

[Tolu on Instagram](#)



# Living in Tampere

Living in Tampere is fun! Tampere is the 3rd largest city in Finland and rewarded as the most popular Finnish city according to several surveys considering living and studying.

With over 35,000 students, Tampere is one of the biggest university cities in Finland. There are many activities for students ranging from sports activities to different student events around the year.

[Tampere tourist information.](#)

## TOAS

TOAS provides students with reasonably priced yet high-quality housing in prime locations. Apart from renting apartments, TOAS also operates in the fields of construction project development and building maintenance. Find your home from here.

## POAS

POAS has over 30 apartment blocks located near universities and public transportation connections around the city. POAS's s flats are rented to students in Tampere and Pirkanmaa region, as well as employed people under 30 years of age.

Find out more from here.

Other housing options:

VTS-kodit

VVO and Lumo

SATO

Avara

# Public transportation

Tampere city transport is operated by the blue buses of Tampere regional transport and, onwards from 9 August, by the Tampere Tram. You can find schedules, routes and ticket prices from the website of Tampere regional transport. Mobile single tickets are available for purchase on the Nysse Mobiili app.

Tampere regional transport has several digital services:

Nella – online store for travel cards, value and season tickets

Nysse Reittiopas – journey planner

Lissu – traffic monitoring

The logo for Nysse, featuring the word "NYSSE" in a bold, blue, sans-serif font. The letters are slightly stylized, with the 'N' and 'Y' having a unique, rounded appearance.

# Student health care

## Student healthcare

The healthcare of the students of Tampere Universities is organized by Finnish Student Health Service (FSHS). FSHS's services are available for degree students of the University of Applied Sciences, excluding the students of Open University of Applied Sciences and those in commissioned and continuing education.

In addition to the primary healthcare and dental care services, FSHS's services include study environment and study community work and healthcare services.

Tampere's service unit is located in the city centre at Kalevantie 3, and the oral health services unit is located in Hervanta at Korkeakoulunkatu 6.

If necessary, you can use any of the FSHS's 23 service units all around Finland. They are available for all students qualified for FSHS's services regardless of your place of study. In addition to these services, those who study outside of Tampere have the opportunity to use the services of FSHS's partners in their city.

## Healthcare fee

A student eligible for the services of Finnish Student Health Service (FSHS) must pay the healthcare fee to Kela for each semester. The healthcare fee in 2021 is €38.50/semester and €77/academic year.

FSHS's services are free-of-charge, but non-cancelled appointments are subject to charges.

If you are left without healthcare, contact the Students' Union!



# Harassment contacts

Inappropriateness and offensive behavior do not belong to TAMK or anywhere else. The Students' Union currently has three harassment contacts who confidentially support and advise subject of harassments. If you experience disturbing behavior, you can contact Tamko's harassment contacts – they do not keep records of contacts, and they have a full professional confidentiality.

## Tamko's harassment contacts:

Ella: [harassment.ella@tamko.fi](mailto:harassment.ella@tamko.fi)

Amanda: [harassment.amanda@tamko.fi](mailto:harassment.amanda@tamko.fi)

Nora: [harassment.nora@tamko.fi](mailto:harassment.nora@tamko.fi)



Do you experience harassment ?

**HARASSMENT CONTACT**

helps you!

# Studying in TAMK

## TAMK Student's Guide

TAMK Student's Guide is a handbook that offers you information regarding studies and student life. The guide contains the teaching schedules of all the programmes and information about the practicalities of studying and student services. You can ask for more information about matters related to studying from, for example, a teacher tutor and the student counsellors.

## Study services

You can turn to any study affairs coordinator in almost all matters related to studying. Admissions services (Kuntokatu 3, B1-25) assist you with matters related to student admissions, and all study affairs coordinators assist you with matters related to students' social assistance. In addition to general advising, you can retrieve transcripts of records and study certificates from study affairs coordinators within their office hours.

## Most important communication channels of Tampere Universities

Intranet is the main internal communication channel of the staff and students. From there, you can find all information and news related to studying and studies. Instructions regarding studies are in the Student's Guide. Student's desktop Pakki is also available for students.

Read more from [the information channels of Tampere Universities](#).

## Printing and copying

TAMK uses multi-function printers that allow you to print, copy and scan documents. All the multi-function printers print and copy two-sided black and white pages by default, and all the printers allow you to print both A4 and A3 sized pages.

You can print documents from a computer in a classroom or office into the print queue. After this, you can print your queued documents from any multi-function printer. You can also print from the multi-function printers of other units.

You can use Tamko's student card as a printing card.

# Student's alphabets

**Academic year sticker** = A student card is valid when it has an academic year sticker that indicates Tamko membership. A membership and a sticker can also be bought for only the spring or autumn semester.

**Affiliate** = Affiliates or clubs are sub-organizations of Tamko. All students of TAMK can found or join affiliates. Tamko offers assistance in establishing and running student clubs and associations. There are multiple clubs organizing activities for similar-minded people in TAMK. The purpose of these clubs is that people can gather and enjoy their favorite activities together.

**Board** = The board of Tamko is responsible for the daily operations of the Students' Union. New board is selected annually after council elections. Every Tamko member can stand for a position in the board

**Campusravita Oy** = Restaurant company that maintains the student restaurant, cafeteria, and bookshop at Kuntokatu campus. Tamko members enjoy an additional student lunch discount when paid with the stored value of the student card

**CLINT** = Club International Tampere is a sub-organization of Tamko. The main mission of CLINT is to enhance the co-operation between Finnish students and exchange students who come to study at TAMK, and therefore facilitate their

adaptation to the Finnish culture

**Council** = Tamko's Council has the highest power to make decisions related to the Students' Union. It consists of 21 representatives, and its term lasts for one calendar year. A new council is elected annually in November. All Tamko members have the right to vote in the council election

**Degree tutors** = Degree tutors help students during their first year of studies. They are all students themselves and trained by Tamko. Degree tutors familiarize students with TAMK procedures and degree programmes, Finland, Finnish culture and student life

**ECTS** = European credit transfer system. Finnish universities of applied sciences use the European ECTS system. One credit requires approximately 27,5 hours of studying

**FSHS** = Finnish Student Health Service offers student healthcare services in accordance with the Health Care Act for universities students enrolled in degree programmes. These students are not entitled to use FSHS services: international exchange students, students at open colleges and postgraduate students (e.g. students studying for a PhD). [Read more.](#)

**Harassment contact** = Tamko's harassment contacts support, listen and advise students who have experienced harassment. Harassment contacts have a full professional confidentiality.

# Student's alphabets

**International tutor** = Student who guides and helps foreign exchange students at TAMK. They are all students themselves and trained by Tamko

**Jobiili.fi** = Jobiili.fi is an online employment service of Finnish universities of applied sciences

**Kuntokatu** = TAMK's main campus is located on both sides of Kuntokatu street. Health care students can be found from Kuntokatu 4 whereas engineering, tourism, catering, domestic services, social services and business administration students at Kuntokatu 3

**Master's degree** = The Master's degree awarded by a university of applied sciences is 60-90 credits in scope, and requires 1-2 years of study. The prerequisites for applying to a Master's degree programme in a university of applied sciences are a Bachelor's degree and three years of work experience

**Mediapolis** = Campus for Media & Arts students. Located in Tohlopinranta 31, 33270 Tampere

**Meal subsidy** = By presenting a student card or a meal subsidy card issued by Kela, you are qualified for a discount in all Finnish student restaurants. Discounted meal cannot cost more than €2.70.

**Opiskelijan Tampere** = Opiskelijan Tampere gathers all student benefits, apartments,

events, sports, marketplace, and city information on one website.

Check all the services.

**Peer coach** = Guides and supports, for example, transfer students or students who are resuming their studies, are at a turning point in their studies or need sparring.

**Peer tutor** = Usually a second-year student that wants to guide new students beginning their studies in TAMK.

**PISTOT** = Student party organized monthly by student associations TTO, TIRO and PIRATE

**PIVO** = Pivo Wallet Oy's phone app where Tamko members can activate a mobile student ID card that is valid everywhere where a plastic student card is. A meal subsidy card is also available on the Pivo app.

**POAS** = A student housing company. Pirkan Opiskelija-asunnot Oy: [www.poas.fi/en](http://www.poas.fi/en). POAS offers flats near the colleges and universities around Tampere, close to good traffic connections.

**Project** = Students can create projects under Tamko and apply for funding. This kind of fundable projects include for example excursions, publications, and events that are directly related to studies

**½Q (= puolikuu = half-moon)** is a part of Campusravita's restaurant at the Kuntoka-

# Student's Alphabets

tu campus. It was named after its shape. It is located at the other end of the dining hall, across the B-line.

**SAMOK** = The Union of Students in Finnish Universities of Applied Sciences. SAMOK is a national, politically independent organization for students at universities of applied sciences (UAS). The organization is led by students and works to promote students' interests

**Solu** = Students' living room and Tamko's office located at Kuntokatu 3, L-building. Besides Tamko, Solu is inhabited by TIRO's, SOPU's and TTO's board members

**Student card** = When you apply for a membership of Tamko, you receive a student card that provides hundreds of student benefits nationally. The card also works as a library card, printing card, and payment card at Campusravita's restaurants and shop at Kuntokatu campus

**Student union** = According to the law, every university of applied sciences must have its own student union. Its duty is to act as a link between its students and to promote their social and intellectual aspirations as well as those aspirations relating to studies and the status of students in the society.

**Subject association** = Students of different programmes have founded student associations that organize activities for their members. The most important subject associations

for TAMK's English speaking students are TIRO (engineering students), PIRATE (health care students), TTO (business administration students), SOPU (social services students) and TARINA (media & arts students)

**Student representative** = TAMK's working groups and other bodies have student representatives who bring a student's point of view to the decision-making. Appointing student representatives is the statutory duty of the Students' Union. Open positions are announced on Tamko's website, Tamko Topics newsletter and TUNI Intranet.

**Tamko** = Tamko is the students' union of Tampere University of Applied Sciences

**Tamko Topics** = A weekly bulletin which is sent via email to all Tamko members on Mondays

**TOAS** = TOAS provides affordable and student-friendly homes for the entire period of study. TOAS homes are located in the city center close to the educational institutions. The TOAS delegation has student representatives chosen by Tamko

**Tursajaiset** = An initiation party organized by Tamko for all new students. Tursajaiset are organized every autumn, and it is TAMK's biggest student event of the year.

**Tuudo** = mobile application for TAMK students' information and services

# Contact information for Tamko

## Board

### **Emmi Lainpelto**

Chairperson  
puheenjohtaja(at)tamko.fi  
+358 44 082 6560

### **Kia Kauppinen**

Vice Chairperson  
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+358 44 082 6561

### **Joonas Soukkio**

Social Affairs  
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+358 44 082 6564

### **Hanna Ojaniemi**

Educational Affairs  
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### **Arttu Laukkanen**

Events  
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### **Ilari Savikko**

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### **Janette Kyllönen**

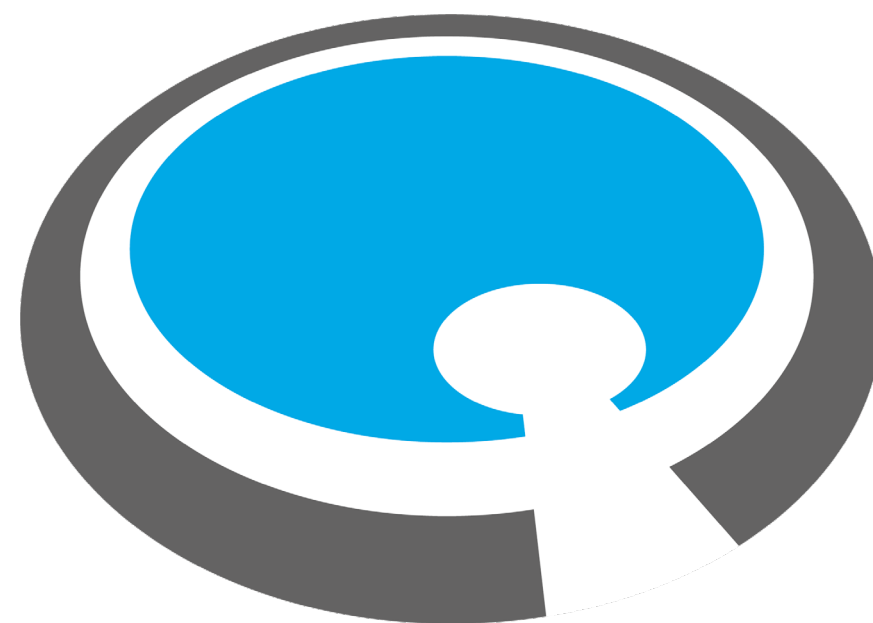
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+358 44 082 6570

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+358 44 082 6566



# Tamko

## Council

### **Heli Dorn**

Chairperson  
edustajisto.pj(at)tamko.fi

### **Suvi Hänninen**

Vice Chairperson  
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## Staff

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(returns on 6 September 2021)  
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+358 44 082 6562

### **Juho Kaasinen**

Expert, Communications  
(as as substitute until 29 October 2021)  
tiedottaja(at)tamko.fi  
+358 44 082 6562

### **Tytti Mattila**

Expert, Member Services  
toimisto(at)tamko.fi  
+358 44 382 6561

YOU'RE  
WELCOME TO JOIN  
US!

