

## **STUDENT SUBSTANCE ABUSE POLICY**

Programme for preventing and addressing problems associated with substance use at Tampere University.

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## 1 Introduction

Tampere University has adopted this Student Substance Abuse Policy to support the health and wellbeing of students. The purpose of the policy is to prevent, identify and address problems with substance abuse and increase awareness of the effects of substance abuse on students' wellbeing, academic performance and future career. Habits formed in early adulthood are often carried over into adult life. The long-term goal of the policy is to reduce substance use among students and create a substance-free campus environment.

Drawing up this policy has been a collaborative effort between University experts, the student union TREY and the Finnish Student Health Service (FSHS). This policy is consistent with the recommendations that were issued by Universities Finland (UNIFI) in 2014 and updated in 2019.

As set out in the Finnish Universities Act (Section 43 d, Paragraph 3), universities must have a written policy for preventing and responding to substance abuse problems among students before they may require a student to undergo drug screening if certain conditions specified in the Universities Act are met. This policy sets out the procedure referred to in the Universities Act.

This policy applies to all BSc students, MSc students, doctoral students, Open University students and exchange students. Doctoral students employed by the University are part of staff and fall within the scope of the Staff Substance Abuse Policy and the Early Support Model.

In this context, the term "substance" refers to alcohol, illegal drugs and the non-medical use of prescription drugs.

The goals of this policy are to:

- help students maintain their learning and working capacity
- promote the health and wellbeing of students
- prevent problems associated with substance abuse
- help staff respond to concerns about a student's substance use
- facilitate the referral to treatment

Instead of sanctions, this policy highlights the importance of prevention, identification, guidance and early support. The legal rights of individuals must be respected at all times. Chapter 7 and Appendix 3 include information about the processing and confidentiality of sensitive data.

Tampere University has set up a Student Wellbeing Committee that plans and coordinates measures to prevent substance abuse among students across the University. In addition, the committee coordinates the implementation of this policy and agrees on University-wide procedures related to substance abuse.

The University has a designated **contact person** who serves as the first point of contact with concerns about a student's substance abuse (paihdehyhdyshenkilo.tau@tuni.fi). The duties of the contact person are listed in Chapter 4.2.2.

## 2 Prevention of substance abuse

### 2.1. Tasks of the University

Tampere University is committed to providing all students with a healthy and safe campus environment and encourages the responsible use of alcohol when permitted. The University will inform students of this policy on an annual basis. New students will be made aware of this policy when they join the University and, if applicable, when undertaking internships.

#### 2.1.1 Organisation of activities

The University has set up a Student Wellbeing Committee made up of teachers, students, FSHS staff, other experts and the designated substance abuse contact person. Among other things, the committee plans measures for preventing substance abuse problems, agrees on university-wide procedures for responding to substance abuse, addresses other issues related to student wellbeing and monitors the implementation of the Student Substance Abuse Policy. The committee will further elaborate the policy, if necessary. The committee monitors the prevalence of substance use among students on an annual basis.

#### 2.1.2 Student supervision

All students are assigned an academic tutor when they first join the University. Academic tutors help students prepare their personal study plan (PSP). When students receive face-to-face supervision, questions about their wellbeing and substance use may come up. The University will provide teaching staff with the required training, support and guidelines to help them respond to these questions. The support and training offered to teachers is a part of the University's Early Support Model.

#### 2.1.3 Student tutors

All new students are assigned a student tutor when they first join the University. Student tutors are peers who help new students navigate university life and integrate into the campus community. The University and the student union train student tutors in collaboration with student associations and guilds. The legal and responsible use of substances is one of the topics covered during tutor training. When student tutors organise events and meetings for new students, they must take into consideration that there are students who abstain from alcohol. Meetings should preferably be held in a substance-free environment.

## 2.2 Tasks of the FSHS

The FSHS

- helps students maintain a healthy lifestyle and prevent substance abuse
- provides students with information about the health effects of alcohol and other substances when students come in for routine medical check-ups
- highlights themes related to health and substance-free living during wellbeing events on campus and on the FSHS website
- uses the AUDIT test to identify individuals who are at risk of developing alcohol problems and offers them advice and guidance
- coordinates the activities of occupational health groups on the University's three campuses
- serves on the University's wellbeing committee and takes part in organising training to help prevent substance abuse

The nationwide University Student Health Survey is carried out every four years to provide up-to-date information about substance use among university students in Finland. In addition, FSHS conducts an online health survey among first-year students that yields faculty-level information about substance use. The results can be used to plan substance abuse prevention measures that will be undertaken, for example, by the Student Wellbeing Committee and in connection with the assessment of the health and safety of the University's study environment as stipulated in the Health Care Act.

## 2.3 Role of student associations

University representatives, the student union and student associations engage in discussions about substance use among students. The University and student associations may agree on appropriate measures to support the responsible management of alcohol service and consumption, for example, during events intended for first-year students and students in general. It is important to note that new students develop an overall picture of the student community and culture during their first year of study.

## 3 Identifying substance abuse

### 3.1 Problems associated with substance abuse

Substance use has a significant negative impact on health at any age but it is especially dangerous for young people whose brain continues to develop until around 25. Excessive use of alcohol or other substances may have a lasting impact on their brain and central nervous system and adversely affect their cognitive functioning. Substance abuse may also lead to other psychosocial, health and financial problems that may hinder a student's academic progress and later professional performance after leaving the University.

### 3.2 Tasks of the University

Staff members who are concerned about the substance use of a student are advised to discuss their concerns with the student as soon as possible (See Chapter 4.1). A person who has been misusing substances may appear intoxicated or hungover or smell of alcohol.

Substance abuse may be the underlying reason behind frequent short-term absences, tardiness or underperformance, although they may also be caused by other personal problems that a student is experiencing. Studies have demonstrated that it is beneficial to bring up concerns about a student's substance abuse early. Please be sure to bring up the concerns constructively and without judgement.

### 3.3 Tasks of the FSHS

FSHS strives to identify students who are at an increased risk of developing substance abuse problems through the online health survey conducted among first-year students and by actively bringing up substance use when students come in for medical appointments. Students who make an appointment because they are experiencing issues with their mental health will be invited to fill out an online pre-appointment form and the Alcohol Use Disorders Identification Test (AUDIT). They will be inquired about substance use during the appointment and possible follow-up appointments will be scheduled (see Chapter 4.1). If the situation calls for more extensive treatment, the student will be scheduled to meet either a GP or a psychiatrist to plan the next steps.

### 3.4 Role of students and student associations

Students and student associations have a key role in identifying fellow students who have problems with substance use. It is likely that problems with substance use will be spotted first by fellow students rather than staff or medical professionals. It is an extremely worrying sign if a student frequently injures himself or herself or gets into fights while intoxicated. Blacking out and passing out are always signs of excessive alcohol consumption. A person who has used drugs may experience hallucinations and delusions or behave strangely or aggressively. Fellow students are often better aware than teachers that substance abuse is affecting a student's academic performance.

The University and student associations will agree on University-wide procedures for identifying and responding to substance abuse. They will be supported in these efforts by the substance abuse contact person, the Student Wellbeing Committee, the student union and FSHS.

## 4 Addressing substance abuse

### 4.1 Early Support Model

The members of the university community are encouraged to raise a concern early on if they have reason to suspect that substance abuse is affecting the wellbeing of a student. The earlier the concerns are raised, the easier it will be to address the problems before they escalate.

Staff and students will be offered training and support for intervening with students whose substance use is harmful to their health and wellbeing. A concern may be raised about a student's problematic substance use by teaching staff, other staff, academic tutors or fellow students. The goal of the intervention will be to help the student continue his or her studies. The legal rights of individuals must be respected at all times.

The University may obligate a student to undergo drug screening if specific requirements listed in the Universities Act are met (Section 43 d). Careful attention must be given to the satisfaction of these requirements on a case-by-case basis.

### 4.2 Raising a concern

Staff members who are concerned about the wellbeing of a student are advised to discuss their concerns confidentially with the student as soon as possible. Any member of staff who is familiar with the student's situation or has experience or expertise of interventions may bring up their concerns with a student. Concerns about substance use must always be discussed with students in strict confidence. Staff may not disclose the student's personal data without his or her consent. Possible further measures will be agreed upon between the staff member and the student.

Please consider the sensitivity of the matter when you bring up concerns about substance use. Concerns must always be discussed privately and face-to-face. Discussing the substance abuse problems of a student, for example, in class in the presence of other students is not allowed. The purpose of the face-to-face meeting is to bring up concerns about the effects that substance abuse is having on the student's academic performance and overall wellbeing. The discussions serves as a sort of mini intervention but should be followed up with a new meeting, for example, after a few months. The student can also be encouraged to contact the Finnish Student Health Service (FSHS) for an overall health assessment.

#### 4.2.2 Substance abuse contact person

Students and staff are advised to get in touch with the designated contact person to report their concerns about a student's substance abuse problems. The contact person will provide advice and support for bringing up the problems with the student. The form that must be filled out after a student has been removed from class due to substance abuse is delivered to the substance abuse contact person (Appendix 1). The contact person has the following responsibilities: organise and, if necessary, attend the referral meeting as a representative of the University, ensure that the student has an opportunity to be heard in connection with a drug test, and coordinate the drug testing process (see Chapters 4.4 and 5.1). The contact person sits on the Student Wellbeing Committee.

#### 4.2.3 Tasks of the FSHS

FSHS has the following duties:

- provide advice and guidance on the negative effects of substance use and conduct, for example, mini interventions when necessary
- refer a student with substance use problems to appropriate treatment, if necessary
- participate in negotiations about possible treatment and serve as an expert when referring a student to treatment (rehabilitation plan)
- follow up on the success of treatment
- support a student's return to study after receiving treatment
- support the university community in crisis situations involving substance abuse

As staff at FSHS have a legal duty of confidentiality, all conversations with patients will remain strictly confidential and no information will be disclosed to the University. If medical professionals have a good reason to believe that a student is, due to substance abuse, likely to endanger safety on campus or in a host organisation where he or she is completing an internship, they will have a legal right to disclose necessary information pertaining to the student's state of health and functional ability to the President of the University, persons overseeing the internship and staff responsible for campus safety (see Chapter 7 and Appendix 3).

#### 4.2.4 Role of students and student associations

Students who are concerned about the wellbeing of a fellow student are advised to discuss their concerns confidentially with the student as soon as possible. Emphasise the fact that you are concerned about his or her substance use when meeting with the student.

The discussion must always be conducted privately between two people even in the event that several students or, for example, the board of a student association has noticed signs of the student's problematic substance use. The private matters of a student may not be openly discussed within a student association. Students are advised to get in touch with the University's substance abuse contact person or the student union's expert in social politics to receive help and support for raising a concern about substance abuse without revealing the identity of the student in question. Students can also encourage a student with substance use problems to contact FSHS for an overall health assessment.

#### 4.3 Removing a student from class

As set out in Section 45 of the Universities Act, a student who disrupts teaching, behaves violently or threateningly or endangers the health or safety of another person may be ordered to leave a classroom or an event organised by the university.

If substance abuse is the reason for removing a student from class or an event, a private meeting to discuss the problems privately with the student should be promptly scheduled. The removal from class must be documented (Appendix 1). The form is delivered to designated substance abuse contact person.

#### 4.4 Drug testing

The University may require a student to submit to a drug screen regardless of his or her field of study if there is reason to believe that the student is under the influence of illegal drugs while completing practical assignments or an internship or if he or she is suspected of being addicted to drugs (Universities Act, 43 d).

A drug test may be required if it is considered necessary to determine the functional ability of a student who is tasked with activities that require particular attention to detail, reliability, independent judgement or quick reactions and where being under the influence of drugs or alcohol could

1. severely endanger his or her own health and safety or that of others,
2. severely endanger the security or integrity of confidential information, or
3. substantially increase the risk of the sale or circulation of intoxicating substances (as referred to in the Narcotics Act 373/2008, Chapter 3, Section 1, Paragraph 5) that are in the possession of the University or a host organisation (Universities Act, Section 43 d).

A student may be required to submit a drug screen based on a decision made by the dean or a person authorised by the dean. After receiving the dean's decision, the substance abuse contact person and FSHS will make the arrangements from the drug screen. If a student is required to undergo a drug test, a teacher, other staff member or an internship supervisor must fill out the first page of the appended form (Appendix 2) and deliver it to the substance abuse contact person. When filling out the form, it is important to carefully document and describe how the suspected substance abuse problems have affected the student's functional ability. Based on the drug screen results, the observations concerning the student's functional ability included in the above form and a medical assessment performed by FSHS, FSHS will prepare a certificate that indicates whether the student has been using drugs for non-medicinal purposes so that his or her functional ability has been impaired. As the University and FSHS may arrive at a different conclusion regarding the student's functional ability, it is important to carefully fill out the form in Appendix 2.

The substance abuse contact person will contact FSHS to agree on the schedule of the drug test and the practical arrangements. If the contact person is unavailable, a teacher/other staff member/internship supervisor may contact FSHS to agree on the arrangements. A student who is suspected of being under the influence of drugs must, if possible, undergo a drug test on the same day when the suspicions arose or no later than the next day.

FSHS will issue the certificate outlining the results of the drug screen to the student who must deliver it to the University. The student will be expected to deliver the certificate to the University within a reasonable deadline (determined between the substance abuse contact person and FSHS). The University will pay the costs associated with the drug test. The substance abuse contact person will notify FSHS as soon as possible after a student is obligated to submit a drug screen.

Urine and blood samples will be collected under supervision in a controlled environment in accordance with the provisions issued by the Ministry of Social Affairs and Health pertaining to workplace drug testing. The test results will be analysed by an independent laboratory that is not affiliated with the University. The test results will be reviewed by an experienced physician at FSHS. A student who undergoes a drug test is entitled to receive the results in writing.

The University is authorised to require a drug test from a student based on reasonable suspicion. A student may refuse to undergo a drug test. He or she will therefore be unable to submit the required drug screen. It is also possible that a student agrees to undergo drug screening but refuses to release the results.

Such refusal may result in disciplinary action. The President may issue a written warning to the student (Universities Act, Section 45). If the student, after receiving a written warning, repeatedly refuses to release the drug screen results to the University, the Board of the University may suspend the student for a period of up to 12 months.

The student must be offered the opportunity to be heard before taking disciplinary action (written warning or suspension). A hearing must also be arranged if the University is considering revoking a student's right to study based on the results of his or her drug screen.

The student is entitled to be accompanied by a companion at the hearing and other meetings throughout the process. The student union may also appoint such a companion upon the student's request.

## **5 Referral to treatment**

### **5.1 Negotiation to discuss referral to treatment**

If problematic substance use has clearly affected a student's academic performance, compromised campus safety, had severe consequences on a student's health or if a student appears to be addicted to substances, the substance abuse contact person will make arrangements to discuss referral to treatment.

Before the negotiation, the contact person will gather necessary background information and send the participants a written invitation that includes a list of the participants and outlines the goal of the meeting. The meeting will be attended by 1) the student, 2) a representative of FSHS, 3) a representative or representatives of the University (such as a teacher, the substance abuse contact person or head of study affairs), and 4) a companion invited by the student if he or she so chooses. The representative of FSHS will serve as the chairperson. The substance abuse contact person will act as a point of contact between the faculty, FSHS and, if necessary, any medical treatment facilities.

To accelerate the referral to treatment, the student will be recommended to contact FSHS for an overall health assessment before the meeting. As appointments with FSHS are confidential, the matters discussed between the student and FSHS professionals will not be brought up during the meeting without the student's consent.

The purpose of the meeting is to make the student see that he or she needs treatment, encourage him or her to seek professional assistance and to make sure that treatment is available. The student will be responsible for seeking treatment, and the medical treatment facility will be responsible for providing treatment. The University cannot accept responsibility for treatment. Information about treatment will not be disclosed to the University without a valid legal reason.

## 5.2 Treatment options

A student's need for treatment to overcome an addiction will be assessed by FSHS. The treatment provided is usually individual psychotherapy. If there is a need for inpatient care for drug or alcohol rehabilitation, the student will be referred to the social and healthcare services of his or her home town. A student may receive rehabilitation allowance from Kela while undergoing inpatient rehabilitation.

Treatment options in and around Tampere include:

- Ensiohaus Ensio, a clinic maintained by the City of Tampere offering mental health and rehabilitation services, is open Monday through Friday from 8.15 to 11. No appointments or referrals are required. This service is only available for local residents.
- A-Clinic's youth clinic in Tampere (address: Sumeliuksenkatu 13 A, 3rd floor) offers services for young people aged 13 to 25 and their families. The services are free of charge for people residing in the following municipalities: Akaa, Hämeenkyrö, Kangasala, Lempäälä, Pirkkala, Pälkäne, Valkeakoski, Vesilahti and Ylöjärvi. Patients may also pay for their treatment by themselves.
- A-Clinic's outpatient drug rehabilitation services in Tampere: "Jeesi" provides access to counselling, healthcare services and an assessment of the need for treatment. A person who has been found eligible for replacement treatment will receive addiction medication and psychosocial counselling. The service is free of charge and intended for people living in Tampere and Orivesi.
- Rehabilitation services provided by FSHS.
- Individual psychotherapy or appointments to see a private physician or psychotherapist who specialises in the treatment of addictions. A student's need to receive individual psychotherapy sponsored by Kela may be assessed by making an appointment with a psychiatrist at FSHS.
- If a student needs inpatient care, funding options will be mapped out in collaboration with the social and healthcare services in the student's home town.

## Returning to study

If a student has taken an extended leave of absence or been temporarily suspended while undergoing treatment or rehabilitation, the student must be offered support when he or she returns to the University. The student may need special support for planning his or her studies. The student will prepare a personal study plan together with his or her academic tutor. The study plan may also be prepared together with the persons who attended the negotiation where the referral to treatment was discussed. In this case, the parties will agree on the necessary support measures as well as the procedures for monitoring the student's progress and responding to delays.

## 6 Substance abuse and consequences

As set out in Section 45 of the Universities Act, the University may take the following types of disciplinary action: remove a student from class, deny a student's access to class for three days, issue a written warning and temporarily suspend a student. In addition, the University may revoke a student's right to study if the special conditions listed in the Universities Act are met (see Chapter 6.4).

### 6.1 Removing a student from class

As set out in Section 45 of the Universities Act, a student who disrupts teaching, behaves violently or threateningly or endangers the health or safety of another person may be ordered to leave a classroom or an event organised by the University. If a student is removed from class due to substance abuse, the concerns about his or her substance abuse must be discussed with the student face-to-face afterwards. In addition, the substance abuse contact person must be notified; if necessary, he or she will arrange a negotiation to discuss a possible referral to treatment. As stated in the Universities Act (Section 45 a), the President, a member of teaching or research staff and an internship supervisor will be authorised to remove a student from class, if necessary, either individually or collectively.

### 6.2 Denying a student's access to class

As set out in Section 45 of the Universities Act, a student may be denied access to class for up to three working days, if there is reason to believe that the safety of another student or person on campus or in another teaching facility may be endangered due to the aggressive or threatening behaviour of the said student or if the student's disruptive behaviour severely interferes with teaching or related activities. As stated in the Universities Act (Section 45a), the President, a member of teaching or research staff and an internship supervisor will be authorised to deny a student's access to class, if necessary, either individually or collectively.

### 6.3 Written warning and suspension

The University may issue a written warning to a student who severely disrupts instruction, behaves aggressively or threateningly, commits academic misconduct or otherwise violates the code of good conduct, refuses to release the results of a drug screen or has used drugs (Universities Act, Section 45). The President will decide on the issuance of a written warning. If a student has committed a severe infraction or his or her inappropriate conduct continues after receiving a written warning, the student may be suspended for a period of no more than 12 months. The decision to suspend a student will be made by the Board of the University.

### 6.4 Revoking the right to study

The ultimate means available to the University in dealing with a student who endangers safety (or who has violated special requirements concerning the safety of minors, patients or customers relating to his or her field of study) is the revocation of the student's right to study. Based on the Universities Act, it is possible to revoke the right to study for students who are studying towards the degree of Bachelor/Master of Science in Pharmacy, Bachelor/Master of Dentistry, Bachelor/Licentiate of Medicine, Bachelor/Master of Arts in Psychology or Bachelor/Master of Arts in Logopedics. In addition, the right to study may be revoked for a student whose field of study is social services or psychotherapy or who is studying to become a teacher.

A student with substance abuse problems must primarily be provided with ready access to treatment. The process of revoking a student's right to study may generally only be initiated after it becomes evident that the student's substance abuse continues to affect his or her studies. If a student's substance abuse has repeatedly or severely endangered the health and safety of another person or the circumstances otherwise justify taking such a course of action, the University may immediately initiate the process of revoking the student's right to study.

The University may revoke a student's right to study pursuant to the Universities Act (Section 43 a) if:

1. he or she has repeatedly or severely endangered the health and safety of another person while pursuing a degree at the University and thereby proved unsuitable for working or completing an internship in his or her field of study, or
2. it becomes clear that a student does not meet the requirements for admission set out in the Universities Act (Section 37 a, Paragraph 1) in terms of his or her state of health and functional ability, or
3. a student has withheld information concerning the revocation of a previous right to study at the application stage that may have prevented his or her admission to the University, or
4. a student has been convicted of sexual offence or sexual assault, murder, homicide, voluntary manslaughter, aggravated assault, aggravated robbery, drug law offences (except possession for personal use that is considered a misdemeanour offence) and the future career that the student is working towards would put him or her in contact with minors and the revocation of the right to study is therefore necessary to protect minors.

At Tampere University, the right to study may be revoked in the following fields of study: logopedics, medicine, teacher training, psychology, psychotherapy training, social work.

Before revoking a student's right to study, the University must always consult with the student to determine if it would be possible for him or her to enrol in a different programme. With the student's consent, he or she may be transferred to a different programme where he or she meets the requirements for admission. The Board of the University will decide on revoking a student's right to study.

The right to study may be restored if the requirements set out in the Universities Act are met. If a student's right to study has been revoked because of substance abuse, he or she may apply for the restoration of the right to study if he or she no longer misuses substances and a doctor comes to the conclusion that the student meets the health-related entry requirements of the programme.

### **6.5 Substance abuse while attending a course in a foreign institution**

When students are studying abroad, they will be expected to adhere to the rules and regulations of their host institution and the legislation of the destination country with regard to the use of substances. If substance use affects a student's academic progress or endangers his or her health, the host institution will contact Tampere University. Tampere University's study abroad professionals will contact the student to advise him or her to return to Finland. Once the student returns, he or she will be summoned to a meeting to discuss referral to treatment.

### **6.6 Tasks of the FSHS**

The primary task of the Finnish Student Health Service (FSHS) is to support students. Problematic substance use always endangers the health and safety of a student and may have a long-term negative effect on his or her ability to make academic progress. FSHS will ensure that a student is aware of treatment options even if the University has initiated the process of revoking his or her right to study.

## 7 Processing and confidentiality of sensitive data

When a student's substance abuse is discussed, it is necessary to also process his or her health data. The processing of personal data within universities is governed by the EU's General Data Protection Regulation (2016/679), the Finnish Data Protection Act (1050/2018), the Act on the Openness of Government Activities (621/1999), and the Universities Act (558/2009). Under these regulations, health data is considered special category data, the processing of which is restricted by further safeguards to give extra protection to the privacy of data subjects. All discussions and negotiations concerning a student's substance abuse must remain strictly confidential. Information about a student's substance abuse may not be disclosed to any third parties, including staff members who are not directly involved in addressing the problems. Health care professionals have a legal duty of confidentiality that prevents them from disclosing information about patients to third parties. Appendix 3 includes a more detailed description of the processing of sensitive data.

## References

Universities Act 954/2011, Government Decree on Universities 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) and the amendments thereof

Guidelines on the application of so-called SORA legislation published by the Ministry of Social Affairs and Health

Recommendations issued in 2014 (updated in 2019) by UNIFI concerning student substance abuse policies

Pirskanen, Marjatta ja Pietilä, Anna-Maija. Päihteet ja opiskelijat. In Kunttu, Kristina, Komulainen, Anne, Makkonen, Katri, Pynnönen, Päivi (eds.) 2011. Opiskeluterveys. Porvoo: Duodecim, 179– 187.

## Appendices

Appendix 1. Removing a student from class due to substance abuse

Appendix 2 Disclosure of information from the University to healthcare services (student obligated to submit a drug screen)

Appendix 3. Processing and confidentiality of sensitive data

Appendix 4. Drug test process, guidelines issued by the Finnish Institute for Health and Welfare

## Student Substance Abuse Policy of Tampere University

### Appendix 1

**Removing a student from class due to substance abuse**

As set out in Section 45 of the Universities Act, a student who behaves disruptively, aggressively or threateningly or endangers the health or safety of others may be ordered to leave class or an event organised by Tampere University.

Student's name	Personal identity number
Course/event	
Description of the incident	
<p>How were the student's suspected substance use problems detected? Select one of the following or describe in your own words.</p> <p> <input type="checkbox"/> drunkenness         <input type="checkbox"/> withdrawal symptoms  <input type="checkbox"/> intoxication         <input type="checkbox"/> disruptive behaviour  <input type="checkbox"/> hangover       </p> <p>More information</p>	
The student's view of the course of events:	
<p>Date and place _____</p> <p>_____</p> <p>_____</p> <p>Teacher's signature, name in block letters and contact details</p>	

**Deliver this form to the University's designated substance abuse contact person** (Eini Mäkelä, tel. 040 190 1532, city centre campus, Main building, room A112, [paihdehyhdyshenkilo.tau@tuni.fi](mailto:paihdehyhdyshenkilo.tau@tuni.fi))

**Student Substance Abuse Policy of Tampere University**
**Appendix 2**
**Disclosure of information from the University to health care services in connection with student drug testing.**

Deliver this certificate to the University's designated substance abuse contact person (Eini Mäkelä, tel. 040 190 1532, city centre campus, Main building, room A112, [paihdehyhdshenkilo.tau@tuni.fi](mailto:paihdehyhdshenkilo.tau@tuni.fi))

Student's name		Personal identity number
Reason for requiring a student to submit a drug screen:		
<input type="checkbox"/> student is suspected of being under the influence of illegal drugs <input type="checkbox"/> student is suspected of addiction  Written description:		
Suspected intoxication		
Place _____		
Date and time _____		
Person who assessed the student's state of intoxication		
Name _____ Phone number _____ (representative of Tampere University or a host institution)		
Assessment of the state of intoxication		
Speech: <input type="checkbox"/> clear <input type="checkbox"/> slurred	Ability to respond when spoken to: <input type="checkbox"/> normal <input type="checkbox"/> impaired	Confusion about time and place: <input type="checkbox"/> no <input type="checkbox"/> yes
Walking: <input type="checkbox"/> steady <input type="checkbox"/> unsteady	Reaction time: <input type="checkbox"/> normal <input type="checkbox"/> delayed	Smell of alcohol <input type="checkbox"/> no <input type="checkbox"/> yes
Demeanour: <input type="checkbox"/> calm and controlled <input type="checkbox"/> drowsy	Demeanour: <input type="checkbox"/> euphoric <input type="checkbox"/> defiant	Demeanour: <input type="checkbox"/> anxious <input type="checkbox"/> tearful
Physical symptoms <input type="checkbox"/> none <input type="checkbox"/> tremors	Physical symptoms <input type="checkbox"/> restlessness <input type="checkbox"/> vomiting	Physical symptoms <input type="checkbox"/> sweating

Description of the student's impaired functional ability	
Contact details of the University's representative requiring the student to submit a drug screen (decision made by the relevant faculty)  Name _____ phone number _____	
The student has been referred to healthcare services to undergo a drug test  Date and time _____  Clinic _____  Name of possible companion _____	
_____ Date	_____ Signature and name in block letters
The student's view of the situation:  ___ I admit I have used drugs/have an addiction to drugs  ___ I deny I have used drugs/have an addiction to drugs  Written response:          _____ Date	
_____ Student's signature	

The student will be required to present photo ID when undergoing a drug test.

**The University retains this copy of the document. One copy will be provided to the student and one to the health clinic.**

## Processing and confidentiality of sensitive data

### Appendix 3

When a student's substance abuse is discussed, it is necessary to also process his or her health data. The processing of personal data within universities is governed by the EU's General Data Protection Regulation (2016/679), the Finnish Data Protection Act (1050/2018), the Act on the Openness of Government Activities (621/1999), and the Universities Act (558/2009). Under these regulations, health data is considered special category data, the processing of which is restricted by further safeguards to give extra protection to the privacy of data subjects.

#### Definition of health data

As set out in the EU's General Data Protection Regulation (GDPR), personal data is any information that relates to an identified or identifiable living individual. Under the GDPR, health data is considered special category data. The term "health data" refers to personal data related to the physical or mental health of a natural person, including the provision of health care services, which reveals information about his or her health status. The Universities Act contains provisions that govern the processing of data concerning the health and functional ability of an applicant or student in connection with certain processes concerning the right to study and student discipline. In addition, the Universities Act includes some general regulations that apply to the processing of sensitive personal data.

#### Processing students' health data

The processing of students' personal data (such as name or academic records) is lawful only if, and to the extent that, it is permitted under the GDPR, meaning that the University has a lawful basis for a given data processing activity. Legitimate interests and public interest are the main reasons why the University may process students' personal data in connection with its educational activities. In order to lawfully process special category data (such as students' health data), the University must identify both a lawful basis for processing and a separate condition for processing special category data under Article 9 of the GDPR. Under the GDPR, special category data may not be processed (such as collected, stored, transmitted, amended, destroyed or disclosed) unless there is a specific and legitimate reason why such processing is necessary. The processing of special category data is prohibited without a legitimate and lawful reason unless, for example, processing is necessary in order to carry out the data controller's legal obligations. The data controller must implement appropriate technical and organisational measures to protect the privacy of data subjects.

As data controller, the University may process students' health data in connection with performing certain tasks described in the Universities Act. The Universities Act (Sections 37b, 43b-43d) contains provisions that apply to the processing of data concerning students' state of health and functional ability in connection with processes relating to the granting and revoking of the right to study and disciplinary action. As set out in the Universities Act (Section 45 b), this type of data may only be processed at the University by persons who prepare or make decisions concerning student admission, the revocation or restoration of the right to study or student discipline or issue related statements.

The University must define the positions that may entail the processing of special category data. Special category data must be held separately from other personal data. Special category data must be erased immediately after the lawful basis for processing no longer applies but no later than four years after the data was entered into the University's records. (Universities Act, Section 45 b)

As stated in the Act on the Openness of Government Activities (Section 24), information about a person's health or disability or any healthcare or rehabilitation services that he or she has received must be kept confidential.

Persons who are employed by the University or hold a position of trust have a duty of confidentiality not to disclose any confidential information that they are made aware of in connection with their activities within the University. This duty to maintain confidentiality encompasses both verbal and written communications and survives the end of employment. All discussions and negotiations concerning a student's substance abuse must remain strictly confidential (Act on the Openness of Government Activities, Section 25). Information about a student's substance abuse may not be disclosed to any third parties, including staff members who are not directly involved in addressing the problems. Health care professionals have a legal duty of confidentiality that prevents them from disclosing information about patients to third parties.

Exceptions to the duty of confidentiality are stipulated in Section 90 a of the Universities Act. Information pertaining to a student's health and functional ability may be disclosed:

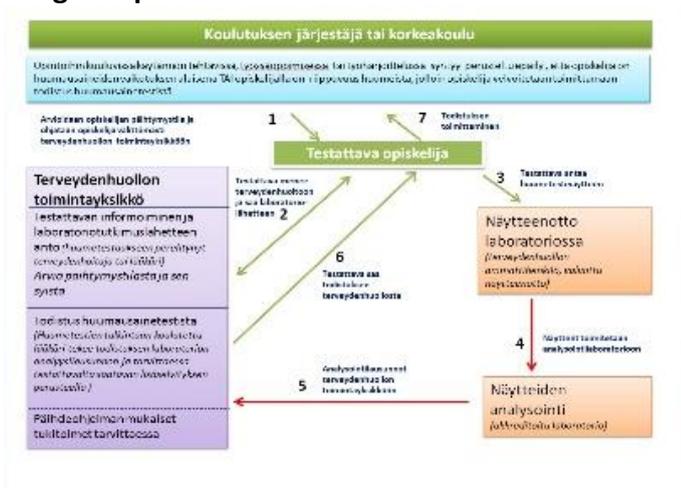
1. to the President and safety personnel of the University if such disclosure is necessary to maintain campus safety;
2. to persons responsible for student counselling and guidance to enable them to refer a student to other support services;
3. to persons responsible for student healthcare to safeguard the health and safety of a student and refer him or her to other support services;
4. to persons responsible for an internship to maintain the safety of a student, his or her host organisation or its staff and clients; and
5. to the police and a University representative who holds primary responsibility for addressing safety threats and assessing immediate safety threats or in case a student is deemed to present a risk to the safety of others in connection with an assessment of his or her state of health.

The person who is in possession of such information may also be a non-employee, such as a healthcare professional.

As set out in Section 90 a of the Universities Act, a person who performs tasks referred to in the Universities Act may, without breaching the duty of confidentiality, contact the police and disclose information that he or she has become aware of while performing his or her tasks which gives reason to believe that a person is at risk of violence so that the police may assess the level of risk and prevent violence.

Appendix 4

Drug test process



Process for conducting a supervised drug test in educational institutions

A student may be required to present the results of a drug screen if there is reason to believe that he or she is under the influence of drugs or is addicted to drugs while performing practical assignments or undertaking and internship or on-the-job learning and that his or her functional ability has therefore been impaired.

Healthcare professionals who participate in the drug testing process must have experience of such testing. The certificate of the drug test results may only be issued by a qualified physician who has completed training in workplace drug testing provided by the Ministry of Social Affairs and Health, the Finnish Institute of Occupational Health and the Finnish Institute of Health and Welfare or other similar training.

The samples may only be analysed by an accredited laboratory with special expertise in drug testing.

The student will receive a certificate that he or she must deliver to the University. The certificate will indicate whether the student is considered to have been using drugs for non-medicinal purposes so that his or her functional ability has been impaired. The student must be given the opportunity to respond to the results.

<https://thl.fi/fi/web/alkoholi-tupakka-ja-riippuvuudet/paihdehoito/paihetestaus/oppilaitokset>