

AUTUMN SEMESTER 2013

SPRING SEMESTER 2014


1st period			2nd period			3rd period			4th period		
day	week	date	day	week	date	day	week	date	day	week	date
	35	29.8.	36	44	28.10.		1	Independent	115	12	17.3.
	G 30.8.		37		29.10.		2	Independent	116		18.3.
1	36	2.9.	38		30.10.	75	3	13.1.	117		19.3.
2		3.9.	39		31.10.	76		E 14.1.	118		20.3.
3		4.9.	40		G 1.11.	77		15.1.	119		21.3.
4		5.9.	41	45	4.11.	78		E 16.1.	120	13	24.3.
5		6.9.	42		5.11.	79		17.1.	121		25.3.
6	37	9.9.	43		6.11.	80	4	20.1.	122		26.3.
7		E 10.9.	44		7.11.	81		21.1.	123		27.3.
8		11.9.	45		8.11.	82		22.1.	124		G 28.3.
9		E 12.9.	46	46	11.11.	83		23.1.	125	14	31.3.
10		13.9.	47		E 12.11.	84		24.1.	126		1.4.
11	38	16.9.	48		13.11.	85	5	27.1.	127		2.4.
12		17.9.	49		14.11.	86		28.1.	128		3.4.
13		18.9.	50		15.11.	87		29.1.	129		4.4.
14		19.9.	51	47	18.11.	88		30.1.	130	15	7.4.
15		20.9.	52		19.11.	89		G 31.1.	131		E 8.4.
16	39	23.9.	53		20.11.	90	6	3.2.	132		9.4.
17		24.9.	54		21.11.	91		4.2.	133		10.4.
18		25.9.	55		22.11.	92		5.2.	134		11.4.
19		26.9.	56	48	25.11.	93		6.2.	135	16	14.4.
20		G 27.9.	57		E 26.11.	94		7.2.	136		15.4.
21	40	30.9.	58		27.11.	95	7	10.2.	137		16.4.
22		1.10.	59		E 28.11.	96		E 11.2.	138		17.4.
23		2.10.	60		G 29.11.	97		12.2.			18.4.
24		3.10.	61	49	2.12.	98		13.2.		17	21.4.
25		4.10.	62		E 3.12.	99		14.2.	139		22.4.
26	41	7.10.	63		4.12.	100	8	17.2.	140		23.4.
27		E 8.10.	64		5.12.	101		18.2.	141		24.4.
28		9.10.			6.12.	102		19.2.	142		G 25.4.
29		10.10.	65	50	9.12.	103		20.2.	143	18	28.4.
30		11.10.	66		E 10.12.	104		21.2.	144		E 29.4.
31	42	14.10.	67		11.12.	105	9	24.2.	145		30.4.
32		15.10.	68		12.12.	106		25.2.			1.5.
33		16.10.	69		13.12.	107		26.2.	146		2.5.
34		17.10.	70	51	16.12.	108		27.2.	147	19	5.5.
35		18.10.	71		17.12.	109		G 28.2.	148		E 6.5.
	43	Independent	72		18.12.		10	Independent	149		7.5.
			73		19.12.	110	11	10.3.	150		8.5.
			74		G 20.12.	111		E 11.3.	151		9.5.
			75			112		12.3.	152	20	12.5.
			76	52	Holiday	113		13.3.	153		E 13.5.
						114		14.3.	154		14.5.
									155		15.5.
									156		16.5.
									157	21	19.5.
									158		E 20.5.
									159		21.5.
									160		22.5.
									161		23.5.
									162	22	26.5.
									163		27.5.
									164		G 28.5.
											29.5.
									165		30.5.
										23	Independent
										24	Independent
										24	G 13.6.
										26	E 24.6.

Independent Study Weeks (no teaching):

1st period, week 43 (21.-25.10.)
3rd period, week 1 - 2 (30.12.2013- 10.1.2014) and
week 10 (3.-7.3.)
4th period, weeks 23 - 24 (2. - 13.6.)

Graduation Ceremonies 20.12.2013 and 28.5.2014

E = General exam date
G = Graduation date

 = holiday (no teaching)

ACADEMIC YEAR GUIDE 2013-2014

Käyttis



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Schools and Degree Programmes at Kajaani University of Applied Sciences

SCHOOL OF HEALTH AND SPORTS

DEGREE PROGRAMME IN NURSING

Nursing 210 cr

» Bachelor of Health Care, Registered Nurse

Public Health Nursing 240 cr

» Bachelor of Health Care, Registered Public Health Nurse

DEGREE PROGRAMME IN SPORTS AND LEISURE MANAGEMENT 210 cr

» Bachelor of Sports Studies (in English)

DEGREE PROGRAMME IN SPORTS AND LEISURE MANAGEMENT 210 cr

» Bachelor of Sports Studies

DEGREE PROGRAMME IN HEALTH CARE MANAGEMENT AND DEVELOPMENT 90 cr, Master of Health Care

DEGREE PROGRAMME IN ADVANCED NURSING PRACTISE 90 cr, Master of Health Care

SCHOOL OF TOURISM

DEGREE PROGRAMME IN TOURISM 210 cr

» Bachelor of Hospitality Management (in English)

DEGREE PROGRAMME IN TOURISM 210 cr

» Bachelor of Hospitality Management

DEGREE PROGRAMME IN HOSPITALITY

MANAGEMENT 210 cr

» Bachelor of Hospitality Management

DEGREE PROGRAMME IN TOURISM 90 cr, Master of Hospitality Management

SCHOOL OF ENGINEERING

DEGREE PROGRAMME IN MECHANICAL AND PRODUCTION ENGINEERING 240 cr

» Bachelor of Engineering

DEGREE PROGRAMME IN CONSTRUCTION ENGINEERING 240 cr

» Bachelor of Engineering

DEGREE PROGRAMME IN INFORMATION TECHNOLOGY 240 cr

» Bachelor of Engineering

DEGREE PROGRAMME IN TECHNOLOGICAL COMPETENCE MANAGEMENT 60 cr, Master of Engineering

SCHOOL OF BUSINESS

DEGREE PROGRAMME IN INTERNATIONAL BUSINESS 210 cr

» Bachelor of Business Administration, BBA (in English)

DEGREE PROGRAMME IN BUSINESS ADMINISTRATION 210 cr

» Bachelor of Business Administration

NATURAL SCIENCES

DEGREE PROGRAMME IN BUSINESS INFORMATION TECHNOLOGY 210 cr

» Bachelor of Business Administration

DEGREE PROGRAMME IN ENTREPRENEURSHIP AND BUSINESS COMPETENCE 90 cr, Master of Business Administration

SOSIAALI-, TERVEYS JA LIIKUNTA-ALA

HOITOTYÖN KOULUTUSOHJELMA

Hoitotyön suuntautumisvaihtoehto 210 op

» Sosiaali- ja terveysalan ammattikorkeakoulututkinto, sairaanhoitaja (AMK)

Terveystyön suuntautumisvaihtoehto 240 op

» Sosiaali- ja terveysalan ammattikorkeakoulututkinto, terveydenhoitaja (AMK)

DEGREE PROGRAMME IN SPORTS AND LEISURE MANAGEMENT 210 cr

» Bachelor of Sports Studies

LIIKUNNAN JA VAPAA-AJAN KOULUTUSOHJELMA 210 op

» Liikunnan ammattikorkeakoulututkinto, liikunnanohjaaja (AMK)

SOSIAALI- JA TERVEYSALAN KEHITTÄMISEN JA JOHTAMISEN KOULUTUSOHJELMA 90 op

» Sairaanhoitaja (ylempi AMK) tai terveydenhoitaja (ylempi AMK)

MATKAILU-, RAVITSEMIS- JA TALOUSALA

MATKAILUN KOULUTUSOHJELMA 210 op

» Matkailu- ja ravitsemisalan ammattikorkeakoulututkinto, restonomi (AMK)

PALVELUJEN TUOTTAMISEN JA JOHTAMISEN

KOULUTUSOHJELMA 210 op

» Matkailu- ja ravitsemisalan ammattikorkeakoulututkinto, restonomi (AMK)

DEGREE PROGRAMME IN TOURISM 210 cr

» Bachelor of Hospitality Management

MATKAILUALAN KOULUTUSOHJELMA 90 op

» Restonomi (ylempi AMK)

TEKNIKAN JA LIIKENTEEN ALA

KONE- JA TUOTANTOTEKNIKAN KOULUTUSOHJELMA 240 op

» Tekniikan ammattikorkeakoulututkinto, insinööri (AMK)

RAKENNUSTEKNIKAN KOULUTUSOHJELMA 240 op

» Tekniikan ammattikorkeakoulututkinto, insinööri (AMK)

TIETOTEKNIKAN KOULUTUSOHJELMA 240 op

» Tekniikan ammattikorkeakoulututkinto, insinööri (AMK)

TEKNOLOGIAOSAAMISEN JOHTAMISEN

KOULUTUSOHJELMA 60 op, Insinööri (ylempi AMK)

YHTEISKUNTATIEDEIDEN, LIIKETALOUDEN JA HALLINNON ALA

LIIKETALOUDEN KOULUTUSOHJELMA 210 op

» Liiketalouden ammattikorkeakoulututkinto, tradenomi

DEGREE PROGRAMME IN INTERNATIONAL BUSINESS 210 cr

» Bachelor of Business Administration, BBA

YRITTÄJYYDEN JA LIIKETOIMINTAOSAAMISEN KOULUTUSOHJELMA

» Tradenomi (ylempi AMK)

LUONNONTIEDEIDEN ALA

TIETOJENKÄSITTELYN KOULUTUSOHJELMA 210 op

» Liiketalouden ammattikorkeakoulututkinto, tradenomi

This guide is for students of Kajaanin ammattikorkeakoulu, Kajaani University of Applied Sciences. It includes important information for all students and the contents will be updated each year. In this guide you will find information on student services, rules and instructions for studies, important contact information etc. Also retake dates and the timing of courses are given.

Please note that there is a Finnish and English version of this guide and that the English version particularly concerns international degree programme students. The guide is published once a year.

Contact information

All the schools are located within a shared campus area. Visiting addresses and locations can be found at the back of this guide on the map of the campus area. The contact details of some staff members can be found in the appendix at the end of this guide. More detailed contact information can be found in the search service www.kajak.fi > *Esittely* > *Yhteystiedot* > *Sinfoweb* (only in Finnish, but telephone numbers can be found here).

Postal address: Kajaani University of Applied Sciences
P.O. Box 52
FI-87101 Kajaani, Finland

Tel. (switchboard) +358 8 618 991

Email-addresses [firstname.lastname\(at\)kamk.fi](mailto:firstname.lastname(at)kamk.fi)

Internet www.kamk.fi

School of Business, TAITO 1 Building (Kuntokatu 5)	
<u>Head of School, Competence Area Manager</u> Ms Heli Itkonen (International Business, Business Administration) Mr Jari Kähkönen (Business Information Technology)	<u>Study Counsellor</u> Ms Raija Jormakka <u>Study Office / Study Secretary</u> Ms Kirsi Sievers (English-taught programmes) Ms Merja Kemppainen (Finnish-taught programmes)

Heads of Degree Programmes		
<i>International Business</i> Mr Sami Malm	<i>Business Administration</i> Ms Hannele Siipola	<i>Business Information Technology</i> Mr Risto Airaksinen

<u>Practical Training Coordinators</u> <i>International Business</i> Mr Sami Malm	<i>Business Information Technology</i> Ms Sirpa Haataja	<i>Business Administration</i> Ms Hannele Siipola
<u>Thesis coordinators</u> <i>International Business</i> Mr Sami Malm <i>Research Methods</i> Mr Simo Määttä	<i>Business Information Technology</i> Mr Risto Airaksinen	<i>Business Administration</i> Ms Mervi Väisänen <i>Research Methods</i> Mr Simo Määttä
<u>International Coordinator</u> Ms Erja Karppinen		

Tutoring Teachers for the BBA students

KBI13I	Mr Sami Malm	KBI12I	Ms Erja Karppinen
KBI11I, KBI10I, KBI9I	Mr Sami Malm		

School of Tourism, TAITO 2 Building (Ketunpolku 4)

<u>Head of School, Competence Area Manager</u> Ms Eija Heikkinen	<u>Study Counsellor</u> Ms Teija Vainikka <u>Study Office / Study Secretary</u> Ms Kirsi Sievers (English-taught programmes) Ms Eila Happonen (Finnish-taught programmes)
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Heads of Degree Programmes

<i>Degree Programme in Tourism (in English)</i> Mr Mikko Keränen	<i>Degree Programme in Tourism (Finnish)</i> Mr Pasi Korhonen
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<u>Practical Training Coordinator</u> Mr Mika Pietarinen Tourism: Mr Peter Stricker	<u>International Coordinator</u> Mr Peter Stricker	<u>Thesis Coordinator</u> Ms Mervi Väisänen Tourism: Mr Mikko Keränen Research Methods: Mr Simo Määtä
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Tutoring teachers

MMT11T, MMT10T Mr Peter Stricker MMT9T Mr Mikko Keränen

School of Health and Sports (TAITO 2)

<u>Head of School, Competence Area Manager</u> Ms Eija Heikkinen (Taito 2 Building)	<u>Study Counsellor</u> Ms Riitta Sievänen (Nursing) Ms Teija Vainikka (Sports) <u>Study Office / Study Secretary</u> Ms Kirsi Sievers (English-taught programmes) Ms Marja Haapavaara (Finnish-taught programmes)
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Heads of Degree Programmes

<i>Degree Programme in Sports and Leisure Management (in English)</i> Mr Kari Partanen	<i>Degree Programme in Nursing (in Finnish)</i> Ms Jaana Kemppainen <i>Degree Programme in Sports and Leisure Management (in Finnish)</i> Ms Katri Takala
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<u>Practical Training Coordinator</u> Mr Kari Partanen (Sports)	<u>International Coordinator</u> Ms Jaana Härkönen Mr Kari Partanen (Sports)	<u>Thesis Coordinator</u> Ms Katri Takala (Sports)
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Tutoring teachers

SPO13S Mr Kari Partanen SPO12S Mr Aleksi Nyström
SPO11S Mr Olavi Pajala SPO10S Ms Katri Takala

School of Engineering (TAITO 1)

<u>Head of School, Competence Area Manager</u> Mr Jari Kähkönen (Taito 1 building)	<u>Study Counsellor</u> Mr Jari Kurtelius
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STUDENT SERVICES

Study Office address: Tieto 3 building, Ketunpolku 3 (1st floor), 87100 Kajaani

Study Office

There is a study secretary for each school. One secretary deals separately with the degree programmes delivered in English. The Study Office is open from Monday to Friday between 9:30 - 12:00 and 13:00–14:00. Please note that all office hours apart from the above opening times are reserved for office staff to complete their other duties.

Ms Kirsi Sievers, International Degree Programmes	Tel. 044 7101 616
Ms Marja Haapavaara, School of Health and Sports	Tel. 044 7101 133
Ms Merja Kemppainen, School of Business	Tel. 044 7101 764
Ms Eila Happonen, School of Tourism	Tel. 044 7101 148
Ms Marita Karjalainen, School of Engineering	Tel. 044 7101 564
Ms Airi Meriläinen, Head of Study Affairs	Tel. 044 7101 618
Mr Pasi Puskala, School Welfare Officer	Tel. 044 7101 250

The Study Office attends to practical matters related to studies. The study secretaries also provide advice on how to plan and complete your studies. The following services among others are available at the Study Office:

- Study and travel discount certificates
- Transcripts of academic records
- Guidance in using the ASIO-system
- Student financial aid/student grants
- Retakes
- Enrolment
- Practical matters concerning graduation and the thesis
- Guidance and information in study-related matters

Admissions Office

Ms Päivi Vaattovaara, Study Affairs Coordinator	Tel. 044 7101 648
Ms Anastasia McAvennie, Coordinator	Tel. 044 7101 229

Student Welfare Officer Service

Visiting address: Mr Pasi Puskala, Tel. 044 7101 250
Tieto 3, Ketunpolku 3, 87100 Kajaani

The main tasks of the student welfare officer at Kajaani University of Applied Sciences are to:

- support students' well-being and their studies
- to promote well-being in the university of applied sciences

Collaboration between the student welfare officer and student is always confidential. Students can contact the welfare officer directly themselves or request teachers or other university of applied sciences staff members to help and guide them in making contact.

The student welfare officer provides students with support, help and advice in the following matters:

- Life management difficulties
- Problems with coping

- Problems due to intoxicant abuse
- Loneliness
- Applying for social benefits and financial support
- Relationship and family-life challenges
- Finding recreational activities and hobbies

Activities of the Kajaani University of Applied Sciences welfare team:

All the schools have welfare teams that usually meet once per academic year. The teams consist of the Competence Area Manager, teacher tutors, study counsellors, the student welfare officer and if necessary other experts. The aim of the welfare team's work is to find ways of promoting the welfare of individual students and the whole field of education. The student welfare officer is responsible for calling the meetings. The activities of the welfare teams are regulated by the Kajaani University of Applied Sciences' student counselling team.

Computers and Information Management

Use of information systems and data security

During the first days of study, each attending student will be issued with a personal user id (network username) enabling logging on to UAS information systems and computers throughout their studies and during the summer months. Students will be required to present official proof of identity to obtain a personal network user ID. When students accept their study place they automatically commit themselves to following the rules and regulations of use set by the information administration service, as well as any other regulations and good practice concerning the information systems they use. The regulations and instructions can be found at www.kamk.fi > *Studying* > *Important links* > *IT services*

The network username is formed by default in the following way:

Student group id + User's first name + the 1st letter of surname
eg. KBI9X + Matthew + A = KBI9XMatthewA

If the network username formed is identical to someone else's, more letters from the surname will be added to the end of the network username.

The network username provides disk space from the server for your personal use and enables you to read your e-mail, use UAS computer software and the Internet connection. Your issued network username and password are confidential. They will be deleted two weeks after graduation or interruption of studies.

User ID for different information systems

The following table contains information about information systems which need user authentication either by logging on or by automatic single-sign on:

	Network User ID
PC's on campus	x
E-mail	x
Intranet	x
Moodle	x
Thesis database	x
Remote connection service Remote PIPE	x
Library databases	x

	Student Number
ASIO	x
e-HOPS	x
Jobstep	x

Email

All students are provided with a personal email address. Email is the foremost means of communication for all study-related matters. Please ensure that the content of your mailbox remains below the maximum size of 100 MB. The maximum size of attachments is 15 Mt. Email can be read via internet www.kamk.fi > *Quick links* > *Students email* or via the remote connection Remote PIPE or by using Microsoft Outlook email client on campus.

Email can be accessed on mobile devices using Imap SSL protocol. The server for incoming mail is owa.kajak.fi and for outgoing email it is necessary to activate StartTLS port 587 in the server's settings. Use your personal network user ID and password to access/send email.

Printing

Printing procedures will change as a result of being transformed into secure printing in autumn 2013. This means that each student must provide identification at the printing device in order to access their own printouts. The printouts can be accessed from all the printing devices in the campus area regardless of where the print command was given. More information will be provided on printing and the price of printouts in the autumn.

ASIO Student Administration System

Kajaani UAS uses the ASIO student registration system. ASIO is a data processing system into which the students' personal details and academic records are entered, maintained and monitored and through which students enrol yearly as attending or non-attending and enrol for courses that will take place the following academic year. Students access ASIO using their student number which will be issued by the study office during the first days of study. Students can also access their electronic career and personal study plan via ASIO. Access Asio at www.kajak.fi > *Quick links* > *Asio*

Remote Connection Service Remote PIPE

Certain UAS services can be used when outside the campus area using the so-called remote connection. Using the Remote PIPE connection it is possible to access students' home directories and other possible internal data services with restricted access. The service is based on SSL VPN -technology, which checks the security level of the contacting computer and protects data traffic between the computer and the distance connection service. Access the service at www.kamk.fi > *Important Links* > *remotePIPE*

Intranet

The Intranet is used for sharing internal information such as news, instructions and forms with network users. The address is intra.kajak.fi. Log on to the intranet is made using network user ID. Every user should follow news and announcements distributed via the Intranet. E.g. the UAS information administration service and Study Office provide information concerning their operations via the Intranet.

Moodle Learning Environment

Online studies in different fields are offered by Kajaani University of Applied Sciences and by the national virtual UAS. Whole courses or parts of courses can be accomplished online in the form of distance learning via Moodle. Moodle operates in the Internet and you are not required to be within the campus area to use it. In Moodle it is possible to examine teaching contents, complete exercises and assignments, group work, independent tests and submit exams for marking and assessment. You can also chat/converse with other online students or the teacher. The teacher in charge of the Moodle course accepts students onto the course and guides students in how to use the system. Moodle can be accessed by logging on using personal network user ID and your password. Virtual UAS and Open UAS students will be given separate user IDs by the supervising teacher.

Moodle: <http://moodle.kajak.fi>

VirtuaaliUAS: <http://www.amk.fi>

Open studies: <http://www.amk.fi/avoin/fi/>

Distance Learning Methods

It is possible to follow teaching outside the campus area. The Adobe Acrobat Connect Pro –web communication systems is in use, allowing teaching to be delivered via the Internet to wherever required. It is possible to follow teaching from home either in real time or by examining recordings. Whole courses, parts of courses or individual lectures are offered by this system. In order to use the system all you need is a link to the lecture room and brief instructions available from the teacher in charge.

IT Helpdesk

If you have problems with computer and data processing systems, contact the Help Desk staff. Their telephone number is **(08) 6189 9400**, email: [helpdesk\(at\)kamk.fi](mailto:helpdesk(at)kamk.fi) and the service is available during the academic year from Monday to Friday, 8:00 a.m.–3:45 p.m.

Library and Information Services

Visiting address: Tieto 1, Ketunpolku 1

Opening hours: Mon-Fri 9:00 – 17:00, Sat 10:00 – 14:00

On eves of public holidays the library will be closed at 15:00.

Kajaani University of Applied Sciences Library

Street address Ketunpolku 1, 87100 Kajaani

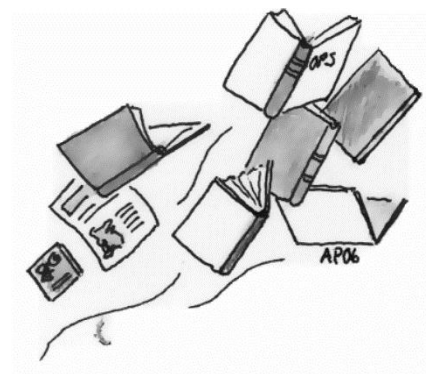
Postal Address P.O. Box 240, 87101 Kajaani

Tel. loans (08) 6189 9505

Tel. long distance loans (08) 6189 9502

Fax (08) 6189 9510

Email [amkkirjasto\(at\)kamk.fi](mailto:amkkirjasto(at)kamk.fi)
[kauko.palvelu\(at\)kamk.fi](mailto:kauko.palvelu(at)kamk.fi)
[asiasanaa\(at\)kamk.fi](mailto:asiasanaa(at)kamk.fi)



You can find KUAS' Library also in Facebook!

You need proof of identity, for example a passport or an identity card with a photo, to obtain a library card. This library card can be used both at the UAS and in the municipal library (address Kauppakatu 35).

The collections available in the Kajaani University of Applied Sciences Library reflect the fields of education at the UAS. The Library's collection includes 70 000 books, approx. 500 annual volumes of newspapers and an extensive amount of online-databases.

The Library's materials database can be browsed via the Internet at www.kamk.fi >Library > Kajakki. Library customers can also renew their loans and reserve material already on loan via this database. Theses written and compiled by students of the UAS can be found as whole text versions on the Internet at www.theseus.fi. The library's electronic materials are at the customers' disposal within the library itself and other Kajaani University of Applied Sciences workstations. You can also use the material from home around the clock using the distance connection at www.kamk.fi > Library.

There are 48 PC work stations connected to the UAS network at the disposal of Library customers. Each work station has printing facilities and there is a scanner connected to one work station. There is also a photocopying machine for the use of Library customers that works using the student union copy card. The library also offers extensive reading areas and 4 rooms for researchers.

Loan periods are 7 days (magazines), 14 days (course books) and 28 days (books). The fines on overdue loans and user instructions can be found on the Library webpage (www.kamk.fi > Library).

Information literacy training

The library organises information literacy training for all UAS students. The aim of the training is to ensure that students can use information related to their own field of study in a variety of ways, effectively retrieve and evaluate information they have retrieved. These combined skills required in study and working life are known as information literacy skills.

The plagiarism prevention service is in use at Kajaani University of Applied Sciences. The system helps to recognize a document or part of a document that has been plagiarized.

International Relations

Visiting Address: International Office, Tieto 3, Ketunpolku 3, 87100 Kajaani

Opening hours: Mondays to Fridays 9:30 a.m. – 12:00 noon and 1:00 p.m. – 2:00 p.m

As a student at Kajaani University of Applied Sciences you may complete part of your **studies or the practical training abroad**. The principle of the foreign exchange is that any studies that students complete abroad are considered part of their degrees. Therefore, in terms of timing and content, studies abroad or practical training abroad form part of students' degree programmes at home and do not extend the degree completion times.

You can find more detailed information on the possibilities offered from our web pages and read about students' experiences from the Extranet and from the ASIO. To help you in planning and preparing for the exchange, we have compiled a Foreign Exchange Guide for you. The Guide is available in the internet.

Business and Tourism students can also complete a **double degree** with a partner university. This means completing part of your studies abroad and obtaining a degree from Kajaani University of Applied Sciences and from the partner university.

Besides student exchanges, we also organize study excursions abroad in which you can participate. More detailed information on the opportunities available will be provided during annually arranged information meetings. During practical training information meetings information regarding international practical training opportunities abroad will be given. See links to practical training places at: www.kamk.fi/en > *Internationality > Students > Practical Training Abroad*.

Each school has appointed an international co-ordinator whose main task is teaching, but who is also responsible for developing international affairs within their own school. The practical training coordinator for your degree programme also acts as the international practical training coordinator.

International co-ordinators:

<i>School of Business</i>	Ms Erja Karppinen Veli-Pekka Piirainen/Business Information Technology
<i>School of Tourism</i>	Mr Peter Stricker
<i>School of Engineering</i>	Mr Tuomo Rantala, Mr Jari Kurtelius, Ms Sanna Leinonen, Joona Tolonen
<i>School of Health and Sports</i>	Ms Jaana Härkönen (Health) Mr Kari Partanen (Sports)

The International Office:

<i>Outgoing exchange students</i>	Ms Meira Kaikkonen, tel. 044 7101 617
<i>Incoming exchange students</i>	Ms Kirsi Sievers, tel. 044 7101 616

Career and Recruitment Services

Visiting address: Tieto 3, Ketunpolku 3, 87100 Kajaani
Ms Päivi Vaattovaara, tel. 044 7101 648

Career and Recruitment Services is a forum where students and working life meet, providing information on job hunting, career planning and vacancies in different fields and arranging various employer visits and recruitment events. A good example of this kind of activity is the Expeditus Novus –recruitment fair which is arranged every second year in cooperation with the student union KAMO. The Career and Recruitment Services also follow up graduates and their working life situations and advice in job hunting and creating your CV.

Jobstep.net

Jobstep.net is an Internet based job and information centre shared by the universities of applied sciences in Finland and it is found at www.jobstep.net. Jobstep.net includes two sections: a job agency and an information service. The job agency provides an arena where students and companies can meet and where you can browse job and training place ads submitted by employers and also submit your own CV to the CV bank where potential employers can read it. The information service consists of a database with information on UAS studies, practical training, applying for jobs and career planning. All groups will be instructed in the use of Jobstep.net during their first academic year.

INNOVA

Visiting address: Taito 1, 2.krs.

The Innova innovation and enterprise centre together with its partners in cooperation such as Enterprise Finland and the Foundation for Finnish Inventions helps students and staff to develop, produce and commercialise new ideas and inventions while sparring on and advancing business opportunities and enterprise. Theses, practical training and a variety of cooperation opportunities provide the spark for new ideas, successful products and companies and specific goal-oriented activities. Innova's key issue is learning by doing and supporting enterprise and entrepreneurship. Innova also provides advice and support in finance related questions. The cooperatives Kajability and Kajak Games also operate in Innova.

The physical location of Innova is in the Taito 1 building. The premises include a demo room where it is possible to present product prototypes or plans to external bodies or to test games created by KUAS. The other facilities consist of a game laboratory, a sound edit studio, the offices of the cooperatives, student work rooms and a training facility complete with sofas. The new premises will be introduced during autumn semester 2013.

The organisations who enable our work and our closest partners in cooperation are the City of Kajaani, the Kainuu Employment and Economic Development Centre, the European Social Fund, the Finnish Funding Agency for Technology and Innovation (Tekes), the Foundation for Finnish Inventions, the Kainuu Entrepreneurs' Association and numerous regional businesses, other employers and international partners.

Contact: Competence Area Manager, Heli Itkonen, [heli.itkonen\(at\)kamk.fi](mailto:heli.itkonen(at)kamk.fi), 044 7101 447

Marketing

Visiting address: Tieto 3, Ketunpolku 3

Marketing at Kajaani University of Applied Sciences supports the activities and the implementation of strategy at the University. In the first instance, it advances student recruitment and creates a positive public image of Kajaani University of Applied Sciences.

The Marketing department is responsible for maintaining the overall, uniform graphic design for the UAS and coordinates external marketing. The duties also include the production of materials and publications, adverts for newspapers and electronic media, external PR and press relations as well as coordinating the events and fair. All external communication meant for the media must pass through and be approved by the Marketing Department.

Kajaani University of Applied Sciences' uses the Internet and intranet for making announcements and providing information concerning application and study-related issues as well as everyday matters of interest and concern. The teachers and staff of each school and the respective educational fields are responsible for providing information concerning their work.

Kajaani University of Applied Sciences' communication takes place via four main channels:

Channel	Communication
Email	Activating, personal and urgent communications
Internet and Intranet	Corporate and group oriented news communications, media announcements
Moodle	Online studies
Info screens	Current events and news (May also be displayed in the Internet)

Email is for sending personal messages that require an immediate response or reply. Members of staff are permitted to send group mail to a large amount of students or staff using ready-made distribution lists. The IT Helpdesk is responsible for updating these lists. Should students wish to send/forward announcements to the staff, they can be sent to the Marketing Department, the Management Assistant or either to the address *info(at)kamk.fi* or *viestinta(at)kamk.fi*. Teachers can also forward information to separate groups by email.

The **Internet** and **intranet** are used for disseminating information and news to the public and large amounts of people simultaneously. The staff and students are obliged to follow the Internet and Intranet regularly, particularly the News column. Students are also permitted to compile announcements about e.g. project studies or theses related issues. In this case, the ready announcements should be sent to the Head of Marketing. You may request help and announcement templates from the Marketing Department, if required.

The **Info Screen** is a television screen installed and on display, in each building. The telephone switchboard is responsible for the Info screen. The screens display current messages and information for staff and students, and the same information may also be displayed on the UAS website. Information for the Info screen should be sent directly to the telephone switchboard (Puhelinvaihde) by email: *info(at)kamk.fi*. (During a possible emergency, the Info screens will give the alarm and inform you of what to do)

Further Information:

Marketing Manager Mr Petri Miinalainen Tel. 044 7101 641	Management Assistant Ms Anne Väättäinen Tel. 044 7101 602 Email: <i>kajaanin.amk(at)kamk.fi</i>
IT Helpdesk <i>helpdesk(at)kamk.fi</i>	Info desk 358 8 6189 9400 <i>info(at)kamk.fi</i>

Janitor Services

The UAS janitor services include mail matters, parking places, evening use of sports facilities, maintenance of facilities and other practical day-to-day matters concerning the UAS's buildings, equipment and facilities. Ms. Eija Lappalainen is responsible for equipment maintenance in the Taito 2 building.

When you need janitor services, help is available from the **Helpdesk Janitors tel. 044 710 1111** (internal 6199111), email: [vahtimestarit\(at\)kamk.fi](mailto:vahtimestarit(at)kamk.fi).

Information Desk

The Information Desk deals with room and car reservations and the (TV) info screens. Outside the Taito 1 Info desk there is an internal telephone that students can use for free.

Room and car reservations and info screens: [info\(at\)kamk.fi](mailto:info(at)kamk.fi)

STUDENT BENEFITS

Student Financial Aid

Student financial aid is granted to full-time students making satisfactory academic progress. This aid is decided upon and granted by Kansaneläkelaitos = KELA (the Social Insurance Institution of Finland). Non-citizens of Finland are eligible for student financial aid for studies in Finland if they live in Finland on a permanent basis for purposes other than studying. This requires that they are registered as permanent residents in the Finnish population register. If you come to Finland solely for the purpose of studying, you are not eligible for Finnish student financial aid.

Student financial aid is available in the form of study grants, housing benefit and government guarantees for student loans. The size of grants awarded to students depends on the students' own income and is taxed in advance by 10 %. Student grants and housing benefit are paid on a monthly basis and a possible student loan can be withdrawn in the form of two or four payments during each semester. Students who do not qualify for the housing supplement can apply for a general housing allowance at the Kela office.

Decisions concerning Kajaani UAS students' financial aid are made at Kela's regional office. The KELA Office in Kajaani is located at Pohjolankatu 28 and the opening hours are as follows: Monday - Friday 9:00 a.m.–4:00 p.m. Other KELA office addresses and opening hours can be found in the internet: www.kela.fi. A national student information service number, 020 692 209 is in operation Mon – Fri, 8.00 – 18.00.

Please note that you can also submit all student financial aid applications to the Study Office at Kajaani UAS. You can more detailed information on the student financial aid from www.kamk.fi in Finnish. Non-Finnish speakers can contact the Study Office for further assistance.

Study Grant

Student financial aid ensures that students have enough to live on during their studies and it comprises:

- Study grant (taxable income if the study grant is over 170 euros / month)
- Housing allowance (= 80 % of housing costs, housing costs over 252 € will not be taken into account)
- Government guarantee for student loan (the student agrees with his/her bank about the details)

It is also possible to receive student financial aid for studies and/or practical training abroad. Please see the guide "Matkaopas maailmalle" or "Foreign Exchange Guide for International Students".

Applying for Student Financial Aid

- For the whole period of studies: Students enrolled for studies at the UAS will receive an application and associated instructions before starting their studies (those entitled to student financial aid).
- The study grant application should be submitted electronically at www.kela.fi, and you should attach the notice of admissions from the university of applied sciences; this should be sent/submitted to Kela.

- For the summer period
 - Applications should be submitted at www.kela.fi
 - Students eligible for financial aid will receive a student grant if the following conditions have been met: studies are higher education studies, they are accredited to the degree in question and they number at 5 credits/month of student financial aid; the duration of practical training and student exchange must be at least 18 calendar days/month.
 - Student financial aid can be obtained for 2 months for the purpose of completing the thesis. Aid for the entire summer (3 months) can be obtained only if supervision has been agreed upon separately with one's supervisor
 - Exams related to summer studies have to be completed during the summer retake dates. Written assignments must be returned by the end of the month for which financial aid has been applied or by the end of August

Financial Aid/Student Grant Committee 1.8.2012 – 31.12.2013

The members of the Financial Aid Committee are as follows:

- Student Counsellors: Jari Kurtelius (Chairperson), Teija Vainikka, Raija Jormakka
- Student members nominated by KAMO ry: Elina Heikkinen KHL11S, Hannu Hyttinen SLO11S ja Miitta Somero TKO10S; Committee Secretary: Eila Hoppo

The Committee's duties are for example to attend to the monitoring of progress of studies annually and to submit statements of opinion to KELA relating to student financial aid decisions.

Progress of Studies

The basic precondition for being granted student financial aid is full-time study. This means an average of 5,5 credits per month in studies leading to a degree (student graduates within the normative study period). However, student financial aid can be granted or its payments can be extended if the student accumulates an average of 5 cr/grant month. All the students' study progress is, however, monitored and not just the progress of those receiving financial aid.

The progress of studies is monitored by academic year. The required information is gathered from the ASIO register in September. If a student's progress has not been sufficient, he/she will be required to provide a report on his/her situation. If the report is accepted the grant will continue to be paid according to the latest grant decision. If the reasons given in the report are unacceptable or the student fails to provide a report by the deadline, the right to receive a grant will be terminated as from the 1st Jan.

The effect of one's own income on student financial aid

All grants and taxable income earned during the entire calendar year are taken into account when granting student financial aid. Reported income is not checked when aid is paid, so you must make sure that your income does not exceed the annual exemption amount. For each month of the period during which you receive a study grant or housing benefit the exemption amount is EUR 660, and for each aid-free month EUR 1,970. The financial aid month is the month during which a student receives a grant or housing benefit or both. The month during which a student only receives a state guarantee for a student loan is not considered a financial aid month.

Update Your Personal Details

Do remember to inform KELA each time your circumstances undergo a change significant from the point of view of student financial aid. By informing KELA of changes affecting the aid payment in advance, the amount can be correctly adjusted so as to avoid excess payment.

Kela's online services

Kela's online services are available at www.kela.fi > *Forms and eServices* . You can access the service using

online banking user ID of all the banks that operate in Finland. Please note that this service is currently only available in Finnish and Swedish.

Further details on student financial aid

* Study Office and the Secretary of the Grant Committee, Ms Eila Hoppo

* KELA, www.kela.fi

Student Health Care

Visiting address: Opintie 3 D, Kajaani (the student residential block of the vocational college)

Kajaani University of Applied Sciences has its own student health centre called **VITAL**. This health-care service is available and free-of-charge to all our students.

The public health nurses of Vital can be reached

- without an appointment, Mon–Fri, 8:00–9:30 a.m. or some other time by appointment
- for telephone advice daily 11:30 a.m.–12:15 p.m

First year students have a possibility to make an appointment for a health check-up during the first study year.

In addition to nurses, services of a general doctor are available four times a week. An appointment will be given based on an assessment made by the public health nurse.

Contact details:

Public Health Nurse, School of Business Ms Minnamari Järventausta Tel. 044 797 4894	Public Health Nurse, School of Tourism and School of Health and Sports Ms Päivi Haverinen, tel. 044 797 4892
Other Public Health Nurses in Vital Ms Virpi Karjalainen, tel. 044 797 4896 Ms Verna Haataja, tel. 044 797 4898	Ms Marianne Jokelainen, tel. 044 797 4897 Ms Auli Pennanen, tel. 044 7101 751

Other Health-Care Services

Primary health care is obtained from district health centers employing general practitioners and nurses that provide most day-to-day medical services. The general practitioners are also gatekeepers to the more specialized services in the secondary and tertiary care sectors. Secondary care is provided by the municipalities through district hospitals where more specialist care is available. Private sector services complement the public services.

The quality of service in Finnish health care is considered to be good. Permanent residents in Finland are registered for residence-based social security at their local KELA office and are issued with national health-insurance cards (KELA cards) and they are entitled to residence-based social security benefits.

24-hour Health Advice Telephone Service

If you are not sure whether a doctor is needed or you wish to ask for advice, you can call **the 24-hour duty nurse and health advice telephone service on 08 6156 6000** (no additional payments). The duty nurse's

telephone and health advice service operates around the clock in the emergency out patients' department.

The aim of the duty nurse's telephone and health advice service is to ensure that clients can contact a healthcare professional who will initially assess their need for care as quickly as possible and can direct them to the right place at the right time to receive the care they may require.

Finnish Students

The laboratories are located in the Kainuun keskussairaala hospital (Kainuu Central Hospital), address: Sotkamontie 13. Entrance is located next to the First Aid unit. Laboratory appointments require a referral made by a doctor or public health nurse. You may visit the laboratory without an appointment (queue number system in operation).

On-duty Supervision

- Outside normal opening hours, Mon–Thu 4:00 p.m.–10:00 p.m., Fri 3:00 p.m.–10:00 p.m., Sat - Sun and public holidays 9:00 a.m.–10:00 p.m. at Päivystyspoliklinikka (Duty outpatient's department) of Kainuun keskussairaala (Kainuu Central Hospital), tel. (08) 6156 2300.
- A night-time first-aid service is provided at Kainuun keskussairaala hospital.
- Nurse's 24 h telephone advisory service, tel. (08) 6156 6000.
- A visit charge will be collected for the first three visits from those coming to the health centre duty service provided at Päivystyspoliklinikka (duty outpatient's department). The amount of visits also includes visits to other health centres in the Kajaani health-care centre system.
- On weekdays between 8:00 p.m.–8:00 a.m., and on Saturdays, Sundays and on public holidays the charge has increased (these visits are not included in the aforementioned three visits).

Dental care

There are dental clinics in the town centre, in Lohtaja and in Lehtikangas. In cases of tooth ache and accidents causing damage to the teeth and acute dental care, contact: Appointments, tel. (08) 6156 7850. Customers need to queue for treatment at the health centre's dental clinic. Due to the length of the queue, it may take months before you are treated. To join the queue, telephone (08) 6156 7850. The above number also provides the contact/visiting address and other information concerning the dental clinic on duty over the weekend.

Those requiring more rapid treatment should contact a private dentist. KELA reimburses some of the costs of dental care given by a private dentist.

Useful Addresses

Mental Health Services

- Mental Health-care Service is open on weekdays during office hours. Appointments, tel. (08) 6156 2711
- Kainuun A-klinikka (AA), Satamakatu 2 B, tel. (08) 6156 7470. You can go and seek the nurse's assistance during office hours without needing to make a prior appointment.
- Perheasiain neuvottelukeskus (Family Affairs Negotiation Centre), Brahenkatu 14, tel. (08) 6172 2226.
- Palveleva puhelin (Phone Service, in Finnish) daily 8:00 p.m.–midnight, tel. 010 190 071.

Other social and health care services

- Sosiaalipalvelukeskus (Social Services Centre), Osmonkatu 3, tel. (08) 615 671
- Kansaneläkelaitos/Sairausvakuutustoimisto (Finnish Social Insurance Institution/Health Insurance Office), Pohjolankatu 28, tel. 020 635 4100

Foreign Students

Urgent Health Care

If you need urgent medical care, you can visit the Health Care Center or Kainuu Central Hospital depending on the time of the day. Emergency care is meant for cases of acute illnesses requiring immediate medical examination and treatment. Emergency care is available for everybody irrespective of citizenship if the condition of a patient requires it (unforeseeable illness). The patients will be examined in order of urgency and appointments are not needed.

- Health Centre (=terveyskeskus in Finnish), address: Satamakatu 2 (near the town centre)
 - urgent care during office hours (mainly Mon – Fri 8.00 – 16.00)
- Kainuu Central Hospital (=keskussairaala in Finnish), address: Sotkamontie 13
 - urgent care: evenings, nights and weekends

Non-urgent Health Care

If you need to see a doctor, but it's not urgent, you can either make an appointment for the public sector (Health Centre) or in the private sector. The queues in the public sector may be long and it might be easier to make an appointment in the private sector. **Please note that if you make an appointment but don't use it without cancelling, you will be charged a fee!**

Prices and Conditions

A normal visiting fee is 13.80 – 27.50 euros depending on the type of visit (non-urgent care or urgent care). Foreign people may have to pay also the part the municipality normally covers for permanent residents in Finland, and that might add up to 150 – 300 euros in the public sector.

EU/EEA citizens: Fees are the same for Finns and members of other EU/EEA citizens, if the patient has the following documents: a European healthcare card, E111 form or travel insurance. Nordic citizens and citizens of Great Britain need only a passport, a healthcare-insurance card or an identity card. *Without the above mentioned documents patients will be charged the real costs of the care they have received.*

Other countries: Fees charged will amount to the real costs. When students have a municipality of residence in Finland they will be able to receive health centre and hospital services at the same price as Finns. If you do not have a municipality of residence, you will have to apply for compensation from your insurance company.

In the private sector the prices are the same for everyone and a general visit may cost approximately 60 - 80 euros. For non-EU-citizens without the municipality of residence in Finland, this may be the cheapest option.

Medication

If you need continuous medication, you must bring your medication with you or make sure that you are able to obtain the same medication in Finland before you arrive. In Finland, only pharmacies (= apteekki in Finnish) have the right to sell medicines and the prescriptions given by doctors must be taken to a pharmacy to buy the medicines. Stronger medicines can be bought only on doctor's prescription. In addition to prescribed medicines, pharmacies sell items needed in the use of medicines, bandaging materials, as well as self-care medicines without prescription, e.g. painkillers, basic creams, and vitamins. It is not allowed to send or receive medication by post from outside the EU countries.

Useful Addresses

Private Medical Services

- Terveystalo Kajaani, Kauppakatu 27 or Lönnrotinkatu 14. Tel. 030 6000 or www.terveystalo.com
- Kajaanin Lääkärikeskus, Kasarminkatu 24 RAK 22, tel. (08) 522 0440

Dental Care (=hammashuolto, hammaslääkäri in Finnish)

There are both public and private dentists available in Kajaani. The public dental clinics are in the town centre, in Lohtaja and Lehtikangas. Customers need to queue for treatment at the health centre's dental clinic. Due to the length of the queue, it may take months before you are treated. To join the queue, telephone (08) 6156 7850. The price for a basic visit according to real costs can be 106 Euros, for example.

In cases of tooth ache and accidents causing damage to teeth and acute dental care during weekdays and office hours, contact: Appointments, tel. (08) 6156 7850. First, **you have to call to find out which dental clinic is on call to provide urgent dental care on that particular day.**

If it's not urgent, but you wish to be treated sooner, you should contact a private dentist. The opening hours are usually more flexible and it is easier to make an appointment. **The prices may also be cheaper for non-EU-citizens without a municipality of residence.** You can use the following private dentists in the city centre, amongst others:

- Hammaslääkäriasema Kuutti Ky, Kauppakatu 23 A 4, Kajaani, tel. 08 627 566
- Hammaslääkärikeskus Pulpa, Lönnrotinkatu 8 B 5, Kajaani, tel. 08 623322, 08 627 988
- Hammaslääkäri Marja Vuorinen, Kauppakatu 23 A, Kajaani, tel. 08 626 615

The Learning Clinic Myötätuuli

The Learning Clinic Myötätuuli is part of Kajaani University of Applied Sciences. It offers health and sport services carried out by the students in School of Health and Sports. The students are instructed by professionals. You will have to pay a small fee(s) for the use of Myötätuuli's services; they are not free of charge.

Visiting address: Taito 2, Ketunpolku 4

Opening hours: Mon –Thu 8.00 – 16.00, Fri 8.00 – 14.00

Appointments: tel. (08) 6189 9209

Kajaani Parish Services for Students

There are two state churches in Finland; the Evangelical-Lutheran church of Finland and Finnish Orthodox Church. Approximately 75 % of the population belong to the Evangelical-Lutheran church and only 1 % to the Orthodox Church.

Lutheran congregation

A support worker working for Kajaani UAS has been appointed by the Kajaani Lutheran congregation. The support worker is involved in the everyday life and celebrations of students and staff through different types of events, social functions and if someone contacts him/her.

You can call the support worker if life seems hard, your studies are in a mess or if you just want to talk confidentially about life's different situations, tel. 044 7444 112. Please note that it does not matter to which religious community you belong.

For more general information on the activities of Kajaani's Lutheran Congregation please see www.kajaaninseurakunta.fi and the Seurakunta magazine.

Kajaani Orthodox Congregation

Address: Väinämöisenkatu 29, 87100 Kajaani
Tel. (08) 633 030, email: kajaani@ort.fi

Insurance for Students

Statutory Insurance Cover

In case of accident or damage students must immediately contact their supervising teacher and/or the President's office (contact the Management Assistant). Even though the accident may not have caused serious health problems when it actually occurred, such cases may not be covered by insurance after a longer period of time has elapsed, should problems occur later on after the accident.

Students must fill in an insurance certificate and an insurance accident/occupational illness notification for any type of accident/damage (this also includes so called nurses' injection needle accidents). Students need to fill in the vakuutustodistus (= insurance certificate) and vahinkoilmoitus (= insurance accident/occupational illness notification) with their personal data and details concerning the accident, attach original receipts of the costs caused by the accident and submit them to the UAS's President's Office. These forms can be obtained from the Internet (www.pohjola.fi > Corporate Customers > Losses and Claims > Personal Injury)

Kajaani University of Applied Sciences provides insurance cover for its students in the form of accident insurance. This insurance covers accidents occurring during normal school hours as well as during travel to and from school in Finland. This insurance also covers students during their practical training in Finland. Such insurance covers the expenses of treating an injury, doctor's fees, medication, and laboratory examinations. In some cases, the expenses of rehabilitation can be reimbursed; the decision in this regard will be made by the insurance company's doctor. As regards practical training, the insurance provides reimbursement of expenses connected with accidents and occupational illness in Finland on condition that the practical training period is part of the study programme and not part of employment-related work as stated in the Työsopimuslaki (Contracts of Employment Act) § 1, for which the student is paid a salary.

In cases where the injured person is engaged in paid practical training, reimbursements for accidents are dealt with through the employer's statutory accident insurance.

Voluntary Accident Insurance

The Town of Kajaani has insured its resident and non-local students with a voluntary accident insurance arrangement covering functions arranged and supervised by the Town/the University of Applied Sciences. This insurance is also in effect during travel arranged by the Town/the UAS.

Insurance cover for trainees

Accidents/damage to the property in practical training places or of clients that occur during practical training /on-the-job learning periods accomplished by students of Kajaani University of Applied Sciences, are insured to cover damage occurring directly as a result of the student's actions. Property owned by, used by or otherwise in the possession of the company where practical training takes place is covered by the insurance. This insurance is valid in the EU area and in Iceland, Norway and Switzerland. The insurance will provide compensation for damage to objects when such an object is the property of the employer who is party to the practical training /on-the-job learning agreement, in instances where the employer's insurance against damage to property fails to cover such damage. Compensation can be provided only for damage occurring directly as a result of the student's actions.

Liability insurance

The Town of Kajaani/the University of Applied Sciences bears the liability for any damages caused by students in situations where the supervising teacher is responsible for student supervision. If such supervision has been arranged by the staff of the student's practical training workplace, then the party offering the training place is also liable principle for damages caused by the student according to the "master's liability" principle. The said liability insurance covers the statutory liability for damages as per the VA 01 conditions of insurance.

Patient Insurance

According to the patient accident law all workers involved in delivering health care and nursing services must have a valid patient accident insurance. Students and trainees are considered as members of staff of the supervising institution where practical training takes place. Accidents involving patients are compensated via the insurance covering the practical training place and as such should be processed in co-operation with the training place.

Travel Insurance

The City of Kajaani/UAS has an insurance that covers Finnish students during study-related trips. The insurance is valid and covers study-related trips abroad lasting a maximum of three uninterrupted months at a time (e.g. introductory trips, trade fairs etc.). If an uninterrupted trip lasts for more than three months students must make sure they inform the International Office before leaving in order to obtain insurance cover for the period exceeding their three month stay. Those entitled to benefit from the insurance must be resident in Finland and according to passenger insurance requirements the insured party must be entitled to compensation as stipulated in the Sickness Insurance Act. **The travel insurance does not therefore cover foreign students.**

Foreign Students' Insurance Cover Abroad

The validity of foreign students' (non EU and EU) insurance cover abroad must be checked separately. For more information please contact the International Office.

Living in Kajaani

You should note that accommodation offered is mostly unfurnished. Kiinteistö Oy Kajaanin Pietari offers shared student accommodation with basic furniture on campus and in Lohtaja. If you are interested in renting accommodation from the private sector, please note that you usually need Finnish language skills and you need to buy and transport the furniture yourself.

Student Accommodation

Kiinteistö Oy Kajaanin Pietari, address: Linnankatu 18, Tel. (08)6155 2060. Internet: www.kajaaninpietari.fi (applications can be filled on-line)

Local real-estate agents may offer some housing for rent

- Kainuun Asuntomarkkinat, Linnankatu 18, tel. 050 531 7975, email: m.heikkinen@kajaani.net
- OP-kiinteistökeskus Kainuu Oy LKV, address: Lönnrotinkatu 7-9, tel. 010 256 1708, www.opkk.fi
- Korhonen Oy, Tili- ja kiinteistötoimisto LKV, Lönnrotinkatu 8, tel. (08) 632 060, www.tkt-korhonen.fi
- Kiinteistömaailma, Kainuun Asuntopalvelut Oy LKV, Kauppakatu 16, tel. (08) 613 0663, www.kiinteistomaailma.fi
- Kiinteistömaailma, Kainuun Kodit LKV, Veturitie 1, Puh. 0400 152 852, www.kiinteistomaailma.fi
- Huoneistokeskus AsuntoKainuu Oy, Kauppakatu 18, tel. (08) 612 1155, www.huoneistokeskus.fi
- Kiinteistönvälitys LKV Firma, os. Kauppakatu 36, tel.(08) 636 707, 044 333 0703, www.lkvfirma.fi

Student Restaurants and Cafés

Student Restaurant foX

Street address:	Tieto 2, Ketunpolku 1, 87100 Kajaani		
Tel.	(08) 6165 6741		
Email:	marko.kahkonen@kajaani.fi		
Opening hours	Monday – Friday	7:30 a.m.–2:30 p.m.	
	Lunch hour	11.00 a.m.–1:00 p.m.	

Lunch costs EUR 2.10 - 2.60 for students. Finnish students must show their KELA card when paying for their lunch and foreign students will be entitled to the student price on showing their student card. The normal price for lunch without the student discount is EUR 4.04–4.54.

If you have a food allergy, please let the canteen supervisor know as soon as possible.

Cafés

There are also cafés in both Taito 1 and Taito 2. The opening hours are as follows:

Netticafé, Taito 1: Mon –Thu 7:45 a.m.–16:30 p.m., Fri 7.45 a.m.-2.00 p.m.

Kanttiini, Taito 2: Mon –Thu 8:45 a.m.–2:30 p.m., Fri 8.45 a.m.-2.00 p.m.

Library Café, Tieto 1: Mon-Thu 9.00 a.m.-2.00 p.m., Fri closed

Travelling

Student Discounts

Student discounts can be obtained using a valid KAMO student card or the combined VR (Finnish State Railway) and Matkahuolto (buses) student card. In order to be eligible for a discount, studies must be full time and last a minimum of 8 months without interruption. Those studying on state funded employment training courses are not eligible for a discount.

The combined VR and Matkahuolto student card

This student travel card can be purchased from VR railway stations, Matkahuolto offices or authorised Matkahuolto agents where tickets can be purchased. For the combined student travel card you will require:

- One passport photo
- The combined VR and Matkahuolto proof of study certificate, which can be obtained from the study office, ticket offices or as a print out from the Internet. The certificate must be validated by the study office. The travel card is free but an annual year sticker must be purchased for the price of 8 euros.

For more information: www.vr.fi and www.matkahuolto.fi

STUDENT ACTIVITIES

The Student Union of Kajaani University of Applied Sciences (KAMO)

Visiting Address: Taito 2, Ketunpolku 4

Executive Director Mr Pasi Ahoniemi, tel. 044 325 0036

Bookshop in Taito 1, tel. 045 140 3430

Bookshop in Taito 2, tel. 045 140 3450

The Student Union of Kajaani University of Applied Sciences (KAMO) is a non-political service and support organisation for all students in Kajaani University of Applied Sciences (Kajaani UAS). Its status is prescribed by Polytechnic law (351/2003, 42 a§). The public duty of the Student Union is to select student representatives to sit on the Kajaani UAS Board and other official bodies such as the Student Grant Committee.

KAMO is a lively and active student lead union representing all students in Kajaani UAS. KAMO is a versatile service organisation that protects the interests of students and concentrates on helping you to successfully complete your studies. KAMO's main activities focus on protecting the interests of students, student welfare, developing teaching and rectifying any teaching-related problems. Our means to accomplish these operations are our representatives on the Kajaani UAS Board, our statements and statements

of opinion. KAMO is a member of the Union of Students in Finnish Universities of Applied Sciences (SAMOK).

In accordance with a co-operation agreement concluded with the Kajaani UAS, KAMO also deals with student tutoring and matters related to international tutoring. KAMO welcomes foreign students, organises induction and Kajaani UAS orientation and also arranges free-time activities. The planning, implementation and monitoring of such activities is carried out in direct co-operation with the Kajaani UAS. International tutoring involves a lot of peripheral activity and events in which all Kajaani UAS students are entitled to participate.

On a practical level, KAMO provides students with student overalls and arranges various events and campaigns. Additionally, KAMO's operations include mainly on-campus projects lead by students. The KAMO Body of Representatives comprising 21 students has the right to make and approve decisions. The new Body of Representatives is chosen each year in November. The Body of Representatives chooses a Executive Board, approves the budget and action plan and grants the Board freedom from financial and legislative responsibility at the end of the accounting period.

The Executive Board of the student union is responsible for practical decision-making. It includes President and 4 – 6 members.

The Executive Board for 2013 includes the following students (emails: firstname.lastname@kamk.fi):

Chairperson	Mr Janne Kallunki
Vice Chairperson, Social Affairs	Ms Susanna Määttä
International Affairs	Ms Marianna Sitronen
International Club and Freetime Activities	Ms Anna Heikkinen
Educational Affairs	Miikka Kortelainen
Tutor Affairs	Ms Hanne Keränen
Sports Affairs	Ms Satu Vertainen

KAMO has persons who can be contacted in case of harassment in support of preventing and removing sexual harassment and harassment based on gender as stipulated in the equality plan. The activities are confidential. If you have experienced harassment or inappropriate treatment please send an email to hairinta@kamk.fi.

All students studying for their basic degree at Kajaani UAS are invited to become a member of KAMO. The membership fee for 1st-year students is € 15 and for other students € 13. Members are entitled to the official student card issued by SAMOK ry. The student card entitles the holder to receive considerable discounts, from e.g. VR (Finnish Railways) and Matkahuolto (national bus lines). In matters related to the student card, please contact KAMO's bookshops or its Executive Director.

In addition to its other functions, KAMO runs a versatile on campus book business and photocopy service. KAMO's bookshops are located in TAITO 1 and TAITO 2. These bookshops are also KAMO's service outlets, e.g. for membership matters. Bring your thesis to the bookshop located in TAITO 2 to have it bound. The opening hours of the bookshops are displayed in their immediate vicinity.

KAMO's office has one full-time worker, Executive Director Pasi Ahoniemi. KAMO's office is located in the TAITO 2 building. If you are interested in student union activities, don't hesitate to contact KAMO. The student union is there for you.

Tutoring Students

Tutoring students are 2nd or 3rd year students who help new students to become acquainted with their studies and the study environment. Tutoring students also arrange various free-time activities during the academic year.

Contact persons (email: firstname.lastname(at)kamk.fi):

Mr Pasi Ahoniemi, Executive Director

Ms Hanne Keränen, Leading Tutor

Mr Pasi Puskala, Student Welfare Officer

Ms Airi Meriläinen, Head of Student Affairs

Leading tutors:

Email: firstname.lastname(at)kamk.fi

School of Business	Ms Laura Korhonen
School of Business/BIT	Ms Mira Kirjakainen
School of Tourism	Mr Tuukka Rajamäki
Nursing students	Ms Mira Bergqvist
Sports students	Ms Tiia Kollin
School of Engineering	Mr Tommi Helin
International Students	Ms Marianna Sitronen
International Club	Ms Anna Heikkinen
Sports tutoring	Ms Satu Vertainen

Kajaanin tradenomiopiskelijat KAATO ry / Kajaani Business Admin Students' association KAATO ry

The Kajaani Business Admin Students Association KAATO ry is a local association that reports to the Business Administration Students Union TROL ry. KAATO's task is to monitor and defend the rights and benefits of its students amongst all the students of Kajaani University of Applied Sciences. The activities are lead by a board of 4-6 members and a chairperson, elected during the autumn general meeting. We organize different events for our members throughout the year and visit events organized by other Business Admin student associations. We also cooperate with the other student associations operating within Kajaani University of Applied Sciences. You are welcome to come and join us!

For more information please contact:

Email: kaato(at) kamk.fi

Chairperson: Mr Topi Komulainen, KHL10STopiK(a)kamk.fi

Vice Chairperson: Mr Aappo Oikarinen, KHL10SAappoO(a)kamk.fi

Secretary: Ms Elina Heikkinen, elina.heikkinen(a)kamk.fi

Free Time Activities

There are two gyms (in Taito 2 and in Tieto 2 "Kunnon Syke") and a sports hall available for students to use free of charge at Kajaani UAS. The timetable of the turns for the students to use these facilities will be available in Kajaani UAS' intranet at the beginning of each semester. In addition, Sports students and the Student Union KAMO arrange various sports activities during the academic year. Your peer tutor can also provide you with more information on recreation and leisure activities.

You can find further information on leisure and recreational possibilities in Kajaani from www.visitkajaani.fi web page (http://www.visitkajaani.fi/index.php?c_la=en#).

International Club

KAMO, the student union, is responsible for the activities of the International Club. The IC is also a forum where Finnish students can gain international experiences at home and where international students can get to know Finland and the Finnish way of life without having to spend too much money. The International Club (IC) arranges extracurricular activities and events that all students can attend. The aim is to offer opportunities for Finnish and foreign students to meet and have fun. There may be for example game evenings, movie evenings, language café activities and cultural exchange. Please feel free to share any ideas about possible activities or events with KAMO!

Friend Family Programme

The University of Applied Sciences also arranges friend family activities for foreign students. The International Office will provide further information about the friend family scheme to new students.

STUDYING AT KAJAANI UNIVERSITY OF APPLIED SCIENCES

The most important instructions regarding UAS studies are recorded in the Polytechnics Act and Decree and the Degree Regulations. The Kajaani University of Applied Sciences Degree Regulations can be found at our website at *Studying > Studying > Degree Regulations*.

Right to Study and Enrolment

The right to study and student enrolment at universities of applied sciences are defined in the Polytechnics Act and Decree. The normal period of study is 3.5 years + 1 extra year + a maximum of 2 years absence using the students' right of absence.

Students must inform the UAS of their intention to attend or not to attend. Students may

- enrol for the entire academic year by the end of week 36 or
- for one semester at a time (autumn/spring semester) by the end of week 36 / 15th January.

Use the ASIO system to enrol. Students in practical training or on exchange must also enrol and register as present.

Absence

Provided that students announce their intentions in the manner stipulated above, they may declare themselves absent from studies for a total of two years during the course of their entire study period. Absences arranged in the correct manner do not affect the total statutory time allowed for completing the study programme. Students may inform the UAS of intended absence either for one semester at a time or for an entire academic year.

Students **who have registered as absent may not pursue their studies** (e.g. sit exams, receive supervision for their theses and entries to the student study register) and are not entitled to student grants, student meal subsidies. Such students must cancel their student financial aid, etc themselves. When a student registers as non-attending his/her network user ID is still valid. Also, please check whether your absence affects your residence permit.

Students who have registered as absent must be aware of the effects that absence may have on their own personal study plan since studies missing from the degree programme must be accomplished according to the latest approved degree programme curriculum. It is also necessary to consider the effects of the modular structure of the degree programme on studies during absences of one full academic year. It is a good idea to seek advice from the study counsellor, tutoring teachers or Head of the Degree Programme

to discuss the effects that absence may have. After a period of absence it is crucial to update your personal study plan.

Amending information concerning your status as present/absent

Students are permitted, for a justified reason, to amend whether they are absent or present at any time during the academic year apart from the registration period. The justified reason is assessed on a case by case basis and could be among others, chronic illness, maternity/parenting leave or e.g. interrupting military service or maternity/parenting leave. There is a separate form for amending whether one is present/absent and it can be found in intranet > Studying > Forms for Students. Please note that if you are ill for more than two months, you are entitled to receive sickness allowance instead of student financial aid (those who are entitled to student financial aid by KELA).

Losing, restoring and continuing the right to study

As a student you may lose your right to study:

1. If you have not confirmed the acceptance of your study place (new students)
2. If you do not register as attending or non-attending every academic year or every semester by the deadline stated. The UAS President may restore a student's right to study on receipt of a written request (Intranet > Studying > Forms for Students "Application for the Restitution of the Right to study"). Studies may be resumed at the beginning of the following semester only after the right to study has been restored. When deciding whether to restore the right to study, consideration will be given to the question of whether the student has / does not have realistic chances of graduating in time. The right to study of a student who has resigned cannot be restored.
 - A handling fee of € 35, according to decree (1230/2009) will be charged for the decision to reinstate the right to study. Even if the decision is negative, a handling fee will be charged. The fee should be paid in advance in the Finance Office (Tieto 3, 2nd floor) or to the Kajaani University of Applied Sciences bank account FI 6557 6003 2012 7680 (reference: right to study). The receipt/proof of payment must be enclosed the application, which should be submitted to the Study Office.
3. If you have not completed your degree programme within the stipulated period of time (3.5 years + 1 extra year) and the President has not granted you permission for an extension to your study period. You are entitled to reapply using the normal application procedure.

Continuing Studies by One Extra Year

If you are not able to finish your studies by the end of the normative study time, you are required to draw up a study plan for remaining studies before the termination of the regular study period (=before 3.5 years has elapsed) and send the plan to the Head of the Degree Programme. The Head of the Degree Programme or your tutoring teacher can help you to write the study plan. A 'Study Plan' form is available in intranet: Studying > Forms for Students.

Remember to register as present by the stipulated times. If you are entitled to student financial aid, see "Student financial aid".

Continuing with Studies after the Extra Year

If you have already studied for 3.5 years and 1 extra year, and are still not due to graduate, you can apply for a further discretionary extension.

This discretionary extension time can be granted under the following circumstances:

- Justifiable grounds that have affected the studies
- There are only a few courses left to be completed and you have realistic chances of completing your studies
- In the case of compulsory, degree-related studies. If you have completed your compulsory studies, the extension will not be granted, e.g. for free-choice studies or student exchange.

- For a maximum of one year at a time

Applying for an extension to study time

- Fill in the form “Applying for Extension of Study Time”. A free-form application can be enclosed to clarify in more detail
- Draw up a study plan for how you intend to complete your remaining studies (form available in extranet: Studying > Studies in English)
- A handling fee of € 35, according to decree (1230/2009) will be charged for the decision to reinstate the right to study. Even if the decision is negative, a handling fee will be charged. The fee should be paid in advance in the Finance Office (Tieto 3, 2nd floor) or to the Kajaani University of Applied Sciences bank account FI 6557 6003 2012 7680 (reference: right to study). The receipt/proof of payment must be enclosed the application, which should be submitted to the Study Office.
- Submit the application together with the study plan to the Study Office. The Head of the School will issue a statement on the matter before the application is passed on to the President.
- The President will make the decision after receiving the statement from the Competence Area Manager.
- The application should be submitted before the end of the extra year (3.5 years + 1 year)
- Remember to register as being present via ASIO
- The study counselor will follow up the progress of the studies

The same plan can be used when applying for student financial aid. If you do not graduate within extra time, you may apply again during the joint application period. After the studies have started, draw up an individual study plan with the head of the degree programme to

- agree on approval of previous studies
- agree on how remaining studies will be completed
- estimate the necessary period of time to finish the studies

Transferring to Another Degree Programme or Field of Study

It is not possible to transfer to another degree programme during the first semester of study. Later it is possible to transfer to another degree programme in the same school to gain the same degree qualification if the admission criteria and entrance exams are the same and if there are any free study places. A written transfer application must be submitted to the Competence Area Manager. If a change of field/school is required the application must go through the normal joint application system.

Demand for Rectification

You can demand, in writing, the rectification of the decision concerning the right to study from the University of Applied Sciences Board within 14 days of receiving notice of the decision. The demand for rectification must be submitted to the Study Office.

Teaching Arrangements

The degrees and courses are measured in credits (cr). For example a course worth 3 cr means approximately 80 h of work by the student (contact teaching and independent studies). To be able to graduate in 3.5 years, you should complete 60 cr per academic year, which means 1600 hours of work by the student.

There are four periods of study in the academic year. The amount of contact teaching hours may vary for different courses.

Enrolling for courses During Academic Year 2013 - 2014

Students enroll for free-choice courses electronically each year using the ASIO student administration system. The Study Office is responsible for adding the compulsory courses to each student's transcript of records. Registration and enrolment procedure will be discussed in more detail during lessons with the teacher tutor.

Main registration and enrolment procedures via ASIO

- Registration as non-attending/attending ends by the end of week 36 in the autumn semester and on 15th January of the spring semester.
- Free-choice studies can be selected during the spring semester. There are two selection/enrolment periods because only courses where a sufficient amount of students have enrolled will be delivered.
- It is still possible to enrol for language courses at the beginning of the autumn semester. The language teachers will provide more detailed information at the beginning of the academic year. You should enrol for language courses by contacting the teacher directly.

In the Planning your Studies section of this guide you will be given more information on how to compile a personal study plan (HOPS). In order to do this you can use a tool available in Moodle. Your personal study plan should be updated on a yearly basis.

Participation in Tuition

The obligation to attend is determined by the "nature" of each study module. The obligation to attend is specified in term of per cent (e.g. 50% or 80%) and it can apply to lectures and/or separate assignment sessions.

The curriculum may also include study modules without contact teaching. In this case the study module is completed by sitting exams, producing written work and/or online studies.

You must attend the first session of each course, because it is then that the teacher will present the following:

- Objectives, extent and content of the course
- Learning strategies (lectures, exercises, written assignments, exams)
- Amount of contact teaching
- Amount of individual study
- Assessment
- Exam dates
- Obligation to attend classes

The course contents are presented in the **Degree Programme Syllabuses** which can be found in the Internet at <http://www.kamk.fi/en/Studying/Studies-Offered/Study-Guide>. Additionally a **core content analysis** and **course plan**, containing more detailed information concerning the course and required teaching arrangements, is compiled for each course separately and can be found *in the intranet > Studying/Teaching > Teaching Planning > Course ProgressionPlans and Core Subject Analysis*.

In addition to contact teaching, each course also includes independent work (reports, essays, presentations, etc). The proportion of independent work per course is approximately 50%. This is worth planning carefully and it is advisable to set aside time for independent work in your personal schedule. This way you can ensure that you complete the required assignments on time.

You need to return your assignments within the time specified by the lecturer, as well as all documents linked to your practical training period. Assignments of the last academic year have to be returned by the end of the first week of June (does not apply for summer studies). You may get a lower grade for them if

they are returned late. Lecturers are not obliged to accept overdue assignments. If you have justifiable grounds, you can discuss extensions to deadlines with the lecturer.

Useful guidelines for brainstorming, doing written work, projects etc can be found in the Toolbox for Project Learning: www.kamk.fi > *Studying* > Important Links. There is also a thesis tool box at <http://www.kamk.fi/opari/Opinnaytetyopakki/Opinnaytetyoprosessi/In-English>.

Absences due to illness

Lengthy illness, your own or your child's (lasting more than 3 days), will be taken into consideration when assessing your attendance. Illness for over 2 months may entitle students to receive sickness benefit and housing benefit. Inform your tutoring teacher, other teachers where possible, and if this occurs during your practical training, also your workplace, of such lengthy absences. You can also pass on this information directly to your tutoring teacher or to the Study Office. On returning to your studies, please explain your absence (e.g. by means of a medical certificate in the case of a lengthy absence) and discuss how you intend to complete what you have missed. In the event of a lengthy absence due to illness, it is a good idea to contact the UAS's nurse regarding possible care instructions.

In the case of a long period of illness, you might also want to consider temporarily interrupting your studies. Please see the section of **amending information concerning your status as present/absent** for more detailed information.

Learning Disabilities

The most common learning disabilities are associated with reading and writing. If you suspect that you have a form of dyslexia but have not been diagnosed you can complete a test at the Lukineuvola (Dyslexia clinic) website www.lukineuvola.fi in Finnish only

It is possible to obtain an official certificate for dyslexia from Kajaani:

- by participating in a dyslexia assessment and possible individual test at Kainuu Vocational College, which is organised by special needs teachers; the date will be announced in the autumn semester.
- Based on the results of the dyslexia assessment it is decided whether further testing will be necessary.
- The dyslexia assessment costs approx. 20 – 50 euros depending on the amount of participants and the individual test costs 100 -150 euros; Students must pay for the assessment and tests themselves.

By asking the nurse to provide a referral to the Neurological Outpatient's Department of Kainuu Central Hospital. Each case is assessed separately because there are only a limited amount of speech therapy appointments available.

All learning disabilities are individually taken into account at the UAS according to the degree of the disability. In practice this means a student may be allocated more time to complete an exam, or be allowed to complete an assignment in a different way (e.g. a list instead of an essay), or to use a lap-top computer during tests. A student may also be able to add to exams orally (viva voce).

Students may be allocated more time or be allowed to use a lap-top computer to complete the maturity test (a part of the thesis). He/she may be able to add to the maturity test by providing information orally. Different forms of dyslexia will only be taken into account during teaching if they have been officially diagnosed. Sufficient proof of dyslexia is a so called dyslexia certificate that must be less than five years old, obtained as a result of the individual test detailed above. Special arrangements due to learning difficulties during courses, exams and the maturity test must be agreed and made in cooperation with the course teacher and maturity test evaluator.

Accreditation

Accreditation is regulated by the University of Applied Sciences decree (352/2003, 14§)

Accreditation is the main term used to describe the approval of competence acquired through studies, practical training, leisure pursuits and e.g. civic activities by students as a part of their degree or course (compulsory or optional studies). Such competence could have been acquired either before or during university of applied sciences studies. The different forms of accreditation are substitution, inclusion and recognition of previously acquired knowledge.

Substitution means studies of an equivalent content and level, achieved elsewhere that the student can substitute for (mainly compulsory) studies belonging to the syllabus of the degree programme. Students must prove their competence(s) with certificates.

Inclusion means the inclusion and accreditation of studies accomplished elsewhere in the degree programme (e.g. into the student's optional or free-choice studies). Students must prove their competence(s) with certificates.

AHOT (Recognition of Previously Acquired Competence) means the identification and acknowledgement of previously acquired knowledge. Students must be able to identify and indicate how competence acquired through non-conventional or other means corresponds to the aims of course and the course content using an agreed procedure.

Equivalent studies (same level) correspond to levels 6 – 7 (tertiary/higher education level) of the National Qualifications Framework, NQF)

Accreditation Requirements

- competence must be proved (e.g. certificate, assignment, sample/demonstration of competence)
- accredited studies must advance the students' degree studies
- competence objectives must be fulfilled
- students must acquire the skills and knowledge as required in the degree programme
- if the course or the otherwise acquired competence has already been accredited once as part of one degree, it is not possible to have it accredited to another degree.

Procedure

Accreditation is always carried out on a case by case basis. The Head of Degree Programme, with the authority of the Head of School is entitled to make decisions concerning accreditation. Prior to accreditation, the Head of Degree Programme asks for a statement from a teacher involved in the case or from the Competence Area Manager. Where international studies are concerned the international coordinator verifies the accreditation proposal and compares it with the transcript of academic records from the foreign university before the Head of Degree Programme makes the final accreditation decision.

What to do:

- students must assess their competence in terms of the course competence objectives and collate the required certificates and other documents
- the student must negotiate for the accreditation of previous studies and otherwise acquired competence with a teacher possessing expertise in the field/topic/area concerned, the teacher tutor or the Study Counsellor to check whether the course/competence in question can be applied to his/her personal study plan (HOPS)
- the accreditation of studies, practical training accomplished elsewhere or otherwise acquired competence must be agreed in advance with the teacher-expert or the Head of Degree Programme
- the Learning Agreement for the exchange period is always compiled with the International Coordinator, before departure

Apply for accreditation with

- forms that can be found at *www.kamk.fi > intranet > Studying > Forms for Students*
- the forms contain more detailed information on applying for accreditation
- there are separate forms for course substitution/inclusion and for the recognition of previously acquired competence (AHOT procedure)
- the Learning Agreement form for student exchanges, is used for the accreditation of international studies/courses
- the application and required appendices are submitted to the Head of Degree Programme
- the accreditation proposal complete with appendices for exchange studies must be submitted to the International Coordinator

Assessment

Substitution, Inclusion

- The grade for courses accomplished elsewhere and accredited courses will be recorded with the grade that was given in the original certificate, together with the original place and date of accomplishment.
- If the course has been accomplished at Kajaani University of Applied Sciences in another School/Field, the grade the student received for the course is recorded (1-5 or Pass/Fail).
- In the partial accreditation of studies accomplished elsewhere:
 - The teacher will provide an extra assignment covering a limited area that will supplement the course competences; the whole course will be assessed on a pass/fail basis or with a grade.
 - Practical training
The student has completed a part of his/her practical training through another university of applied sciences and partially at Kajaani University of Applied Sciences; the assessment can be done in two parts: a numerical grade or pass/fail for the part accomplished through Kajaani University of Applied Sciences, and the other part achieved elsewhere will be awarded the grade.
- Language studies for a different professional field, of the same level and worth the same amount of credits accomplished in a different UAS or university require supplementary professional language studies in the required field of studies.

AHOT (Recognition of Previously Acquired Competence)

- Credits or accomplishments approved based on reports are recorded in the academic register using the given grade or on a pass/fail basis.
- accreditation will require a supplementary accomplishment: the whole course will be assessed using the assessment/evaluation criteria pass/fail or a grade.

It is not possible to upgrade accredited courses.

The Head of Degree programme must submit the original accreditation decisions to the Study Office. The accreditation decisions of students in the English-taught degree programmes must be submitted to the International Affairs Office. The student will be informed of the decision by the Head of Degree Programme or the Study/International Affairs Office.

Request for rectification

Please go to the separate section 'Rectification procedure'.

Special Instructions

Work experience in the field in question

Previous work experience in the field can be accredited as part of practical training of other studies according to a degree programme specific decision using the AHOT (recognition of previously acquired competence) procedure.

Online UAS Studies

Online UAS studies do not need to be accredited separately; however you will require the Competence Area Manager's authorisation to complete such studies. There are separate instructions for this process: www.kamk.fi > *Studying* > *Studies Offered* > *Virtual Studies* and more information in this guide under **Online Studies**. Students must negotiate with their teacher tutor and ensure that the course(s) in question is appropriate to their personal study plans.

Exchange Studies and International Practical Training

The Learning Agreement (the study plan for the exchange period) is compiled well in advance of departure, with the School's International Coordinator. During the student exchange students are expected to follow the learning agreement and inform the International Coordinator immediately of possible changes. Changes can be agreed upon via email, but the International Coordinator has to accept the changes before the students can follow them. Please note that the student should save/print emails regarding changes and keep them until the course credits have been accredited!

When the exchange period ends: Make an appointment with the School's International Coordinator as soon as possible and bring him/her the original copy of the transcript of records, the Learning Agreement with possible email messages about the changes and the filled in application for accreditation. In this meeting you will discuss and agree which courses will be accredited. The International Coordinator will then present the accreditation to the Head of the Degree Programme. The accreditation decision will be sent to the International Office for check-up. All accreditation must be completed by **7.9. (previous academic year / spring semester)** and **7.2. (previous autumn semester)**. The study office will put the credits in ASIO according to the accreditation form.

Those departing as international trainees must submit their practical training contract to the practical training coordinator prior to departure.

Transfer Students

Studies accomplished in other universities of applied sciences are accepted as part of the degree accomplished according to the syllabus. Present your transcript of records, your accreditation proposal and personal study plan, compiled with the study counsellor, teacher-tutor or senior lecturer (School of Health and Sports) directly to the Head of Degree Programme. An accreditation proposal can be created using the structure of the teaching syllabus. If necessary, the Head of Degree Programme will request a statement from the course teacher, who will in turn assess the need for further studies and methods of assessment together with the student concerned. The accreditation decision and a copy of the personal study plan will be submitted to the Study Office/International Affairs Office. The accreditation proposal should be made within two weeks of beginning your studies. The form Accreditation of Studies/ Substitution, Inclusion) can be found in the intranet: *Studying* > *Forms for Students*.

Students Restarting their Studies

The accreditation proposal for earlier studies and a personal study plan outlining how you intend to complete the missing courses must be compiled within two weeks of beginning your studies. In order to compile your study plan, contact your study counsellor (the senior lecturer, in the School of Health and Sports). Submit your study plan and earlier transcript of records to the Head of Degree Programme for approval. The accreditation decision and a copy of your personal study plan (HOPS) must be submitted to the Study Office/International Affairs Office. The Study Plan form can be found in the intranet: *Studying* > *Forms for Students*. The study counsellor will monitor your progress in completing the study plan.

Open University of Applied Sciences Studies

Studies accomplished at Kajaani University of Applied Sciences must be approved using the accreditation procedure (see substitution/inclusion). The grade awarded for the open course will be recorded in the study register (1-5, Pass/Fail).

Kajaani UAS free-choice studies for all fields

Free-choice studies do not have to be approved using the accreditation procedure, but they must fit into and be appropriate to the student's personal study plan. In order to make choosing free-choice courses easier, free-choice courses offered by all the schools have been collected under one heading: *Common free-choice course selection*. Enrollment for these courses takes place in the spring via ASIO. It is also possible to enroll for language courses and some courses when they begin. The study register will record the grades awarded for the courses you have selected

Language Studies

The aim of UAS language studies is to provide students with linguistic and communication skills in foreign languages required in global business and leading expert positions of employment. UAS language skills focus on cross-cultural interaction through language and communication and professional growth. At Kajaani UAS the languages offered as compulsory and free-choice studies are Swedish, English, German, Russian, French, Spanish, Italian, Mandarin Chinese and also Finnish in the degree programmes delivered in English. All fields organise language proficiency tests in Swedish and English for first year undergraduates and arrange supplementary language preparatory courses if required.

According to the UAS Decree (15.5.2003/352, 8§) students must acquire the required foreign language skills deemed necessary for the practice of a profession and for professional development;

- 1) Spoken and written Swedish and Finnish (further detailed in the decree regulating the language skills required of public organization staff and personnel, 424/2003 6§). The degree certificate will record a grade separately for Swedish (spoken and written). The maturity test provides an indication of the student's skills in the Finnish language.
- 2) Written and spoken language skills in one or two foreign languages.

Accreditation of Language Studies

Language studies for a different professional field, of the same level and worth the same amount of credits accomplished in a different UAS or university require supplementary professional language studies in the required field of studies.

Exemption from Language Studies

The first decree concerning language proficiency does not concern students who have received their education in a language other than Finnish/Swedish or abroad. Students must apply for exemption from Swedish language studies to the Head of Degree Programme and agree on compensatory language and communication studies. Please negotiate with the language and communication teachers concerning the substitution of courses. It is recommended that students study Finnish to compensate for exemption from Swedish studies. You are not permitted to accomplish substitute language studies in the language in which you were educated/your mother tongue. The exemption application can be found in the intranet at *Studying > Forms in English*.

Students cannot be exempted from all language studies simply on the basis of their language of education, but must study at least one foreign language.

The language of the degree programme will be language for the maturity test. However, Finnish students studying in English-taught programmes, write their maturity test in Finnish.

Where exceptions are concerned students can be exempted from language studies for an exceptional (serious and justified) reason (Polytechnic Decree 15.5.2003/352, § 8). Exemption based on an exceptional reason is always granted separately on a case by case basis. The decision to exempt a student is taken by the President of the University.

The application must be submitted to the Competence Area Manager. The student must enclose a report and reasons for applying for exemption and a statement from an expert, statements from the Competence Area Manager and the UAS foreign language teachers and certificates from previous language studies, with the application.

Exemption from language studies based on dyslexia can mainly be granted only if the student has been diagnosed with **severe** dyslexia or dysorthographia. As proof, a statement issued by a specialist (e.g. a neurologist) less than 5 years old must be enclosed with the application.

Students exempt from language studies must substitute language studies with an equivalent amount of credits accomplished in other courses (e.g. Finnish language). Exemption will not prevent students from participating in the language course in question. Before applying for exemption, it is a good idea to talk to the language teachers to establish how you could advance your foreign language learning and what the consequences of exemption could be e.g. in terms of public sector jobs.

Application for Exemption from Language Studies form: *intranet > Studying > Forms for Students*.

Further information: Heads of School, Head of Degree Programmes, language teachers

Summer Studies

There is no summer semester at Kajaani University of Applied Sciences, but it is possible to accomplish certain studies during the summer time. Students can complete their practical training, write the thesis or do independent studies (virtual courses, essays and assignments or book exams). Students will be informed separately of courses that can be accomplished during the summer each year. Student Financial Aid from KELA can be applied also for the summer studies.

Summer studies should be discussed separately with the teacher in question to receive necessary materials and instructions. Essays, assignments and reports must be returned to the teacher by the end of the month for which the student has received financial aid, or by the 31st August at the latest. There are two exam dates in the summer (June, August).

In the summer it is also possible to complete other studies, e.g. Open University or Summer University Studies. Students must discuss these studies in advance with the Head of the Degree Programme if they want them included in their own degree programme.

Assessment

Assessment is used to measure wide-ranging professional competences. The teacher will explain the assessment principles and criteria at the beginning of each course. The assessment criteria will be described in more detail during the 2013 - 2014 academic year as part of the new KUAS pedagogical procedure. Courses are assessed according to a scale of 5 – 0: Excellent (5), Good (4-3), Satisfactory (2-1), and fail (0).

Courses can also be assessed on a Pass/Fail basis without numerical grading. The main starting point in word based grading is that a 70 % correct answer must be achieved to be awarded the grade of 'pass', in numerical grading the answer(s) must be 50 % correct. If the course is marked as E in the study register, the student has failed to attend the exam. The grades for interim exams are recorded in the course records (interim accomplishment). If students fail to attend scheduled compulsory or selected optional studies, no grade will be recorded in the study register.

Assessment of studies accomplished elsewhere or competence demonstrated by other means: See Accreditations/assessment. Online courses will be recorded according to the procedures used in the university concerned.

According to the Act (352/2003), language proficiency must be displayed on the degree certificate. The national official second language will be graded as satisfactory (equivalent to grades 1-3) and good (equivalent to grades 4 – 5) on the degree certificate. Proficiency in speaking and writing the national official second language will be assessed and graded separately.

If the course includes a group or pair exam/or other type of assessment, the course description/plan will describe how each individual student's grade is formed. It also sets out when and how pairs and groups should be formed.

Information concerning approved passes and course grades is recorded in the study register (ASIO), usually within two weeks from the exam or from the final return date of other forms of assessment. The date of assessment recorded is the same as the date of accreditation. It is not possible to remove a pass in a free-choice course recorded in the study register, even at the request of the student (exceptions to this are preparatory courses). Assessments are not recorded for students who have registered as absent.

Exam papers and other assessment assignments are not usually returned to the student but the teacher has to keep them for six (6) months. Maturity tests will be kept for one year. Online study assessments are stored for one month. Students can print out a copy of their assessment. Teachers are also permitted to arrange a separate feedback lesson. Theses are kept permanently and written course work assignments associated with practical training and projects is kept for the duration of the studies.

Improving Passed Grades

Students can attempt to improve an approved grade once the next time the course is offered. Those going to international exchange may attempt to improve a grade from the current academic year on the last general exam date of the year.

Upgrade attempts must be agreed with the teacher in question in advance. Those who are going to try to improve a passed grade must register in writing with the teacher in charge at least two weeks before the exam. The highest grade is accepted as the valid grade. It is not possible to improve the grades of theses and accredited courses.

It is possible to accomplish a passed course again only for justified reasons and with the permission of the Head of the Degree Programme.

Rectification Procedure

Students are entitled to examine written or stored records concerning their personal academic progress and information concerning how their courses have been assessed and graded. The period for examining assessment and grades begins when results are published and is the same as grade and assessment storage time (6 months or 1 month).

Should a student be dissatisfied with his or her grade/assessment, a decision concerning the accreditation of studies accomplished elsewhere or competence indicated otherwise, s/he can begin a procedure of rectification, which takes place in two stages:

- 1) In the first instance the student submits a request for rectification to the teacher responsible for his or her assessment/grade or to the Head of Degree Programme responsible for the accreditation decision. The request for rectification can be made in person or in writing, within 14 days of receiving notification of the decision. If necessary, a written request for rectification can be submitted to the Study Office within the stipulated time. The Request for Rectification form can be found from *intranet > Studying > Forms for Students*. The decision will be recorded on the form.
- 2) Should a student be dissatisfied with the teacher's or Head of Degree Programme's decision, s/he can submit a demand for rectification to the University of Applied Sciences' Degree Committee within 14 days of receiving notification of the decision. An informal, written demand for rectifica-

tion should be addressed to the Degree Committee and submitted to the Study Office. The Study Office will forward the request to the Chair of the Degree Committee. A copy of or the original aforementioned Request for Rectification form must be enclosed with the Demand for Rectification. The Degree Committee's decision is final and there is no right to appeal (351/2003 § 42).

The Degree Committee must process the issue at the latest within 30 days of receiving the request for rectification except for requests that arrive during June, July and August, which must be processed in September at the latest.

If the student starts the rectification procedure before or after requesting his/her degree certificate, the certificate will not be awarded until his/her rectification issue has been resolved. The rectification procedure cannot commence nor continue after the student involved in the procedure has received his/her degree certificate. All deadlines are absolute and must be respected unconditionally.

The Feedback System and Having Your Say

Student feedback is an important part of the UAS quality management system. By providing feedback you simultaneously participate in the development of teaching, teaching arrangements and study conditions. Have your say by answering questionnaires, or by providing feedback in person or by email. The following surveys are regularly carried out at Kajaani UAS:

- Course feedback at the end of each course
- Arrival questionnaire during October / February of the first study year
- General survey every second year in April
- Welfare questionnaire every second year in February
- Final student feedback questionnaire (Opala) during graduation
- Exchange students' feedback
- Kajaani UAS graduate employment survey

Some of the fields of education at Kajaani UAS have working groups in which students and staff alike participate in order to develop teaching and in other fields separate semester feedback is also collected. Employers also regularly provide feedback e.g. in conjunction with the practical training period and the theses.

Students can also influence the activities of the UAS via different bodies, providing statements and by directly contacting the staff. The student union (KAMO) appoints student representatives to the following permanent bodies: the UAS Board, the Quality Management Group, the Student Grant Committee, the Co-operation and Equality Management Group, the International Affairs Group and the Study Guidance Team.

You can read more about the feedback and quality assurance systems from the Students Quality Manual – Add Your Mite to the Pile. The quality manual will be delivered to all first year students and you can also find it from our intranet pages.

Exams and Retakes

For courses that include an exam there will be three (3) opportunities to sit an exam (the exam proper and two retakes) and all are governed by the same regulations. Lecturers announce the dates of these exams at the beginning of each course. It should be noted that the courses may change from year to year and later attempts may have different requirements. If the student is unable to sit a set retake exam due to practical training or being on exchange, he/she must negotiate another date to sit the exam with the course teacher. If the student has used up all his/her exam attempts, he/she can discuss how to complete the course and which parts must be done again, with the lecturer concerned.

1. Course exam
 - Date will be announced at the beginning of the course.
 - There is no need to enrol separately.
2. Retakes (2 opportunities)
 - Dates will be announced at the beginning of the course.
 - The student must enrol using the normal retake procedure.

Maturity Test

The maturity test related to the thesis is written during the general exam dates. The exact date must be agreed with the supervising teacher when returning the thesis.

General Exam Dates (Retake dates)

The general exam dates are for retakes of courses and for writing the maturity test. The exam dates for the academic year 2013–2014 are as follows:

Autumn Semester

Month	Register by	EXAM DATE	Note!
<i>August</i>	Fri 2.8.	Tue 20.8.	
<i>September</i>	Tue 3.9.	Tue 10.9.	
	Thu 5.9.	Thu 12.9.	
<i>October</i>	Tue 1.10.	Tue 8.10.	
<i>November</i>	Tue 5.11.	Tue 12.11.	
	Tue 19.11.	Tue 26.11.	
	Thu 21.11.	Thu 28.11.	
<i>December</i>	Tue 26.11	Tue 3.12.	
	Tue 3.12.	Tue 10.12	

Spring Semester

Month	Register by	EXAM DATE	Note!
<i>January</i>	Tue 7.1.	Tue 14.1.	
	Thu 9.1.	Thu 16.1.	
<i>February</i>	Tue 4.2.	Tue 11.2.	
<i>March</i>	Thu 27.2.	Tue 11.3.	Registration date!
<i>April</i>	Tue 1.4.	Tue 8.4.	
	Tue 22.4.	Tue 29.4.	
<i>May</i>	Tue 29.4.	Tue 6.5.	
	Tue 6.5.	Tue 13.5.	
	Tue 13.5.	Tue 20.5.	
<i>June</i>	Tue 27.5.	Tue 24.6.	Registration date!

Registering

- For each retake students are required to fill in a retake envelope and to return it by the given deadline. Exam registration envelopes can be obtained from the Study Office or from the TAITO 1 and TAITO 2 information desks. Check the registration dates for each exam from the exam date list.
- Envelopes must be returned either to the Study Office or to the mail box adjacent to the Study Office or to the mail boxes adjacent to the TAITO 1 and TAITO 2 information desks.

Registration for an exam is considered as a committed intention by the student to take part in a retake even though the student may be absent during the actual exam. In cases of illness or other sudden obstacles, please contact the lecturer concerned. **Late registration will not be accepted.** Participation in the maturity test must be agreed with your thesis supervisor.

Exam Rules

The following rules are followed during exam sittings:

- Retake exams take place in the evenings from 6.00 p.m–8.15 p.m. in the **Taito 1 building**.
- Students must be present at 5.40 p.m. at the latest due to practical arrangements. The students gather in front of the TA1 auditorium and supervising teachers guide them to the classrooms.
- Students may only enter the exam room when the supervisor is present.
- If you are late, maximum limit is 15 minutes when you still can enter the classroom. You are allowed to leave the room only after half an hour after the exam has started (after leaving the room you cannot return and continue with the exam)
- **Students have to prove their identity** when they arrive to sit the exam (driving license, passport, ID card with photo)
- Students must leave bags at the front of the classroom. Mobile phones must be turned off and kept in the bags
- Students are allowed to take writing equipment and any other material announced in the exam registration envelope with them into the exam. Scientific calculators cannot be used in exams unless a teacher has authorised their use, the use of electronic dictionaries is not allowed.
- Exam papers are given by the supervisor, no other papers are allowed. All papers connected to the exam must be returned to the supervisor.
- If a student has more than one exam to take on the same exam date, the exams should be completed one after the other (the exam supervisor/monitor will hand over the new exam paper and check the instructions for the material after the first exam papers have been handed in)
- Students must follow the seating order announced by the supervisor.
- The examination itself begins when the supervisor gives permission for the exam to start.
- Students are not allowed to talk during the exam.
- Students confirm their participation by signing the register of participants.
- The normal duration of a retake exam is 3 x 45 minutes. In other cases, the length is announced in the exam registration envelope. At the beginning of the examination the supervisor announces when exams lasting different lengths of time will terminate.

The supervisor is allowed to interrupt an exam if he/she suspects that someone is cheating. In such a case the Students concerned must leave the examination room immediately. The supervisor then hands the matter over to the appropriate Competence Area Manager. If students cheat during an exam they will not be permitted to retake the exam the same year. The exam must be re-sat during the following year. Please read more about the consequences of cheating and plagiarism from the section *Good Manners and Appropriate Behaviour*.

Distance Examinations

Under certain exceptional circumstances students are permitted to sit exams, do retakes or write the maturity test in a different educational institution to their own university, should attendance in Kajaani require an unreasonable amount of arrangements on their part.

Students are permitted to be examined elsewhere on condition that

- they arrange matters in advance with the course teacher /maturity test supervisor
- the examinations take place at the same time as exam sittings organized in Kajaani
- the examination takes place under supervised exam conditions
- students pay for all incurred costs (e.g. possible supervision fees).

Students are only allowed to sit examinations in other educational establishments, not for example at one's work place.

For further information please contact the Study Office (enrolment, instructions), the course teacher/maturity test supervisor.

Computer Retakes

The retake dates for computer based exams for the whole university are on Wednesdays:

- Autumn semester: 11.9.2013, 18.9.2013, 20.11.2013
- Spring semester: 5.2.2014, 2.4.2014 and 7.5.2014.

Register for these exams using the normal retake envelope. Students must register for computer retakes by Thursday (4.00 p.m.) a week before the exam. The exams will be arranged to take place between 4.00 p.m.–6.15 p.m. The class room will be announced with the exam date in the intranet News and InfoTV.

PLANNING OF STUDIES

Study Guidance and Tutoring

The aim of student counselling and guidance is to support and encourage students to achieve goal-oriented studies and professional development. During the different stages of study and the study path students are supported by a group tutoring teacher, the study secretary, the student counsellor and the Head of the Degree Programme. The most difficult periods during studies include choosing what to major in, deciding to study abroad, practical training, writing the thesis and applying for a job. Supervising teachers and specialised staff will be there to help students plan and implement the above mentioned phases of study. The Study Counselling Team is responsible for planning and coordinating study counselling. The University of Applied Sciences has a common supervision and guidance plan and each school has its own counselling and guidance schedule. The schedule details which study guidance and counseling actions in different year groups and study periods will take place.

Each student group has a tutoring teacher whose role is that of supervisor. The main duty of the tutoring teacher is to help students acquaint themselves with UAS studies and the UAS community and to support them in the planning of their studies and their transformation into responsible professionals with a strong professional identity. The tutoring teacher also monitors students' study progress.

In order to guide and supervise students information meetings are held, individual counselling, written and e-material is provided. These are all a part of the compulsory Personal Development Programme - course. You can discuss your studies in more detail with your tutoring teacher during a private personal planning and progress review that takes place on a yearly basis. The forms can be found in the intranet > Studying > Forms for Students.

You can turn to the study counselors or the school social worker when in need of advice concerning problems with studies or your own life and also when you have to make crucial decisions. It is possible to arrange a meeting time in advance by e-mail or telephone.

Study Councillors

Ms Raija Jormakka	Business, Tieto 1
Ms Teija Vainikka	Tourism, Sports, Taito 2
Mr Jari Kurtelius	Engineering, Taito 1
Ms Riitta Sievänen	Health and Sports, Taito 2
Mr Pasi Puskala	Tieto 3, Tel. 044 7101 250 (Student welfare officer)

Subject Tutoring

In addition to traditional contact teaching, UAS studies also include an extensive amount of independent work and information retrieval. Teachers are obliged to support students' independent work in order to achieve the course and study module targets. Students are entitled to supervision outside teaching hours during supervision sessions announced by the lecturer or teacher. During the first meeting of the study module the teacher explains the objectives, contents, learning methods, required attendance, exam dates and the assessment of the course.

Peer Group Tutoring/Mentoring

Peer group tutoring/mentoring means the support and guidance provided by other students. Student tutors are usually 2nd or 3rd year students. It is their job to help the tutoring teacher carry out induction, to advance the creation of group feeling amongst the new students and to improve motivation. New students are encouraged to become attached to their new study environment and town with the aid of peer group tutor/mentor activities. Some tutors specialise in tutoring international students. Peer group tutoring is just one of KAMO ry's, Kajaani UAS's Union activities. Tutoring activities are organised and developed by a working group that includes representatives from the UAS, tutors and KAMO ry. Peer group tutoring can be included in students' free-choice studies. A list of student tutors can be found in attachment 8.

HOPS –Personal Study Plan

Every student has a Personal Study Plan (HOPS), which is based on the curriculum and on the students' curriculum-based decisions and choices.

Each study programme has a written Personal Study Plan (HOPS) form (Intranet > *Studying* > *Forms for students*) or alternatively you may use the electronic personal study plan (eHOPS). You can obtain help in study planning from your tutoring teacher or the Head of the Degree Programme. The plan is assessed together with the tutoring teacher, e.g. in the annual planning and development reviews between you and your tutoring teacher.

A personal study plan, HOPS, can contain the following:

- Learning objectives set by you
- Timing of your studies
- Assessment of your learning outcomes and your professional development in comparison to general and subject-specific competences
- Credit transfer of possible earlier studies and studies completed elsewhere
- Decision on your major, i.e. what are your optional studies
- Which are your free-choice studies and why
- Where you intend to do your practical training and why you have chosen that particular workplace
- What is the subject of your thesis and your ideas concerning the choice of the subject?
- Your plan regarding the development of your international skills (exchange study, practical training abroad, language studies, etc.).
- participation in projects
- career and transfer to working life planning.

More information on practical training, study exchanges and the thesis will be given in information meetings arranged by teachers, the International Office or the Study Office. Instructions can also be found in the internet and intranet. The teaching syllabi can be found in the Internet at *Studying > Studies Offered*.

In addition to the HOPS, students can draw up a portfolio. The instructions for drawing up a basic portfolio and a sample portfolio are in the Toolbox <http://www.kamk.fi/oppiminen/Toolbox-for-Project-Learning/Index>.

My Study Path at KUAS / eHOPS

During the 2013-2014 academic year, first year students will start a new "My Study Path at KUAS" programme based in the Moodle learning platform. The programme is spread over different years and contains, amongst other matters, the student's

- personal study plan (=HOPS)
- internationalisation plan
- yearly personal progress review discussions with the teacher tutor and related assignments
- projects
- learning and career planning tools.

Teacher tutors and study counsellors will instruct students in how to use the programme.

All other students apart from first year students will continue using the eHOPS, which is a personal tool enabling students to plan and monitor their study progress. The eHOPS is accessed via ASIO.

Proactive University of Applied Sciences – Student's Bonuspath to Expertise

Our students' practical expertise is a crucial factor in Kajaani University of Applied Sciences' aim to be the most proactive university of applied sciences in Finland. For you, our students, this means the opportunity to become involved in studies and practical projects with other students from different fields of study already within your first year of study.

All studies at KUAS include a Proactive UAS study module for all students, which is worth 10 credits. Students will complete this module partly in their own degree groups and partly in cross-disciplinary groups. The 10-credit programme includes studies which aim to provide the skills and competences required to work in cooperation with other students and companies or other operators. It also prepares students for more challenging commissions later on, which will be included as a part of their studies. By combining your studies with practical assignments you will gain more expertise and better employment opportunities.

The parts of the Proactive UAS module in the English-taught degree programmes are:

Introduction to Business Operations	3 credits
Business Communication Skills	3 credits
Personal Development Programme	2 credits (BBA) / Basics of ICT 2 credits (Sports)
Project Management	2 credits

Optional Professional Studies and Free-choice Studies

The aim of optional studies is to deepen students' existing knowledge of the subject in which they should wish to major. The amount of optional courses depends on the degree programme as well as the terminology (e.g. optional studies, optional professional studies, elective studies etc). Optional studies can usually be taken during the 2nd or 3rd year. In the Degree Programmes in Tourism, Hospitality Management and Nursing there are not any separate optional studies.

Please note that optional studies are confirmed every year and are taught according to the amount of students who select them. This means that not all optional courses can be taught. In cases where a course selected by a student cannot be organised due to lack of interest, students must choose an optional module or course that will be taught.

The selection of free-choice studies offered at Kajaani University of Applied Sciences is confirmed annually. Students may choose studies not only from their own field of study, but also from other schools at the UAS. It is also possible to choose courses offered by the Finnish online UAS, Open Studies or another higher education institute (see part "Accreditation"). An information meeting will be arranged on the course selection process during the 3rd period of the 1st study year. Finnish-speaking students can also complete some courses in Finnish. Students should register for free-choice courses in ASIO. If you have not enrolled, please contact the teacher in concern to enquire for free study places. The list of free-choice courses that are available at Kajaani UAS during the next academic year can be found at www.kamk.fi > *studying* > *Studies Offered* > *Free-choice studies* and free-choice studies in Finnish at www.kamk.fi > *opiskelijoille* > *Opintojen sisältö* > *Yhteinen tarjotin*.

Degree Programme in International Business

In the Degree Programme in International Business the specialisation studies (optional professional studies) can be completed abroad in a partner university. Each student must also accomplish a minimum of 15 credits of free-choice studies. The free-choice studies can for example be chosen from the selection of free-choice studies offered in different programmes at Kajaani UAS, completed abroad or via Open University. It is possible to include some studies completed in Finnish language in the BBA degree.

Degree Programme in Tourism

There are no separate optional studies in the Degree Programme in Tourism. Each student must accomplish a minimum of 15 credits of free-choice studies. The degree programme will not start in 2013.

Degree Programme in Sports and Leisure Management

The advanced professional studies for students commencing their studies in autumn 2013 are Activity Tourism and Business.

Online and Open Studies

You can study the following online:

- courses offered by Kajaani University of Applied Sciences
- courses offered via the Finnish Online UAS (VirtuaaliAMK)

The selection of internal online studies at Kajaani University of Applied Sciences are set out in our internet pages www.kamk.fi > *Studying* > *Studies Offered* > *Virtual Studies*. The selection of virtual studies on offer varies from year to year and students are advised to check how the course will be delivered by contacting the teacher of the course concerned.

Finnish Online UAS

The national course selection of the Finnish Online UAS is available for browsing at the URL www.amk.fi site (in Finnish and English). Once you have registered yourself as a portal user, you can apply for admission electronically to study modules of interest to you. When wishing to apply for admission to a Web-based study module offered by the Finnish Online UAS, you need to discuss the matter first with your teacher tutor. A degree student, who has registered him/herself as present and an exchange student studying at the UAS, can complete degree studies offered by the Finnish Online UAS for free. If contact teaching is included in such a study module, the student has to bear any travel and accommodation costs. The Competence Area Management will either approve or disapprove student applications submitted after the registration period. These studies are completed in accordance with the receiving UASs' practic-

es. The course grades are recorded in the Online UAS portal within 'Study Services' from where they are then recorded in the Asio student administration system.

For further information on virtual studies, please contact:

Ms Marja Haapavaara, Study Secretary / Tieto 3, Ketunpolku 3. Tel. 044 7101 133

Open Studies and Adult and Continuing Education AIKOPA

Kajaani University of Applied Sciences offers courses leading to a degree as open studies delivered according to the teaching syllabus within degree programme groups as contact, distance or online teaching. Open studies cost 10 euros per course. The selection of Open UAS courses are aimed at employed persons and at those requiring stepping stones in the path to applying for degree level training.

The Adult and Supplementary Education Services AIKOPA training course selection can be found at www.aikopa.fi > *koulutukset (in Finnish)*.

For further information about the selection on offer within open studies and its services, please contact:

Ms Tuula Rajander, Training Course Planning Coordinator, Tel. 044 7101 518

Ms Tiina Silvennoinen, Course Secretary, Tel. 044 7101 124

AIKOPA

Oulu University, Kajaani University of Applied Sciences

Linnankatu 6, 87100 Kajaani

www.aikopa.fi

GRADUATION

You have completed your UAS degree studies when

- 1) you have participated in the teaching and practical training, which are part of the degree programme and you have completed your thesis as required in the curriculum.
- 2) you have written your maturity test demonstrating your language skills in Finnish or Swedish and your familiarity with your chosen thesis subject matter. If your mother tongue is not Finnish or Swedish, the language of the maturity test is the language of the degree programme (ie. English) (Degree Regulations 20§).



The graduation ceremony is arranged twice a year (20.12.2013 and 30.5.2014). At other times a small coffee ceremony will be arranged for graduating students in their own school of study.

On graduation, you will receive

- 1) a graduation certificate (both in Finnish and in English) stating the following information:
 - Degree Qualification, Degree Programme
 - Structure of studies
 - Title of your thesis and its grade
 - Information on language skills (compulsory foreign language, language of school education, the language of the maturity test which is part of the thesis and written and oral skills in Swedish evaluated as good / satisfactory). The Ministry of Education stipulates that the UAS grades 1–3 represent good language skills according to the law and grades 4–5 represent excellent language skills. The assessment of Swedish language skills at Kajaani UAS is based on the total assessment of skills (Finnish students).

Social and Health Care degree certificates state that the degree programme is organised according to directives regulating the field of social and health care.

2) Transcript of Records

- 3) As an attachment, you will receive a Diploma Supplement, which is intended for international use. The diploma supplement is a document for the graduate's use in the international job market aiding recruitment professionals to recognise the student's qualification. It includes additional information on the qualification and the educational institution in question, as well as on the education system of the country in which the qualification was completed. The aim of the diploma supplement is to provide the reader with sufficient information to evaluate whether the students' qualification is appropriate in the situation where the student wishes to use it, e.g. for further study applications, exemption from parts of a degree programme, a job application or the right to carry out one's profession.

Graduation Dates

Students are entitled to graduate during all months except July. Students should apply for the degree certificate via ASIO two weeks before the graduation date. If the student graduates on the official graduation dates in December or in May, the deadline for applying for the degree certificate is earlier.

Autumn Semester 2013

Month	<i>Apply for Graduation Certificate in ASIO by</i>	<i>GRADUATION DATE</i>	<i>Note!</i>
August	16.8.2013	30.8.2013	
September	13.9.2013	27.9.2013	
October	18.10.2013	1.11.2013	
November	15.11.2013	29.11.2013	
December	9.12.2013	20.12.2013	Graduation Ceremony

Spring Semester 2014

Month	<i>Apply for Graduation Certificate in ASIO by</i>	<i>GRADUATION DATE</i>	<i>Note!</i>
January	17.1.2014	31.1.2014	
February	14.2.2014	28.2.2014	
March	14.3.2014	28.3.2014	
April	11.4.2014	25.4.2014	
May	14.5.2014	28.5.2014	Graduation Ceremony
June	10.6.2014	24.6.2014	

Practical Matters Concerning Graduation

E-mail accounts and your personal z-drives will be deleted two weeks from graduation. After this you will no longer be able to use the UAS computer systems.

The Name of the Thesis

After the abstract of your thesis has been approved, inform your school's Study Secretary of the name of your thesis by email.

Submitting the Thesis

Save your thesis in the Kajaani University of Applied Sciences shared Theseus network library www.theseus.fi. The instructions for saving your thesis in the database can be found on the database's website, if required you may request help from the library staff.

In addition, please submit one loose-leaf copy of your thesis to the Study Office. This will be filed in the library archives.

If you do not publish your thesis in Theseus, it will be bound for the University of Applied Sciences Library thesis collection. In this case you need to submit two loose-leaf copies of your thesis. The thesis is published either in Theseus or as a bound copy, but not as both. The UAS pays for binding theses that remain in its use. If you need bound versions of your thesis for yourself or your workplace please contact the KAMO office directly.

Other Forms Related to the Thesis

Check that you have submitted the Commissioning Agreement and other forms related to the thesis according to instructions from the supervising teacher.

Check your Transcript of Records

Please compare your transcript of records with your study plan and check that all modules include enough credits and that you have done all the compulsory courses. Count the language studies to make sure they meet the requirements given in the Study Guide. Check that you have received a grade for each study module. If not, contact the teacher in question. Also update your contact information, especially contact information after graduation.

Application for Degree Certificate

Before graduation, you must complete a degree certificate application. The application is done via Asio two weeks before your graduation day (Asio > Application for Degree Certificate), after you know that you will finish all the studies and be awarded the remaining credits. When filling in the application, answer the two questionnaires first. One is for national use required by the Ministry of Education and Culture and the other is for internal use only. Once you have answered the questionnaires, you can access the actual degree certificate application. When you have finished the questionnaires and the degree certificate application click "send application".

Alumni Activities

Kajaani University of Applied Sciences has set up Alumni network activities. Alumni include all those who have graduated with a degree or who have accomplished some other form of long-term training at Kajaani University of Applied Sciences. Alumni will receive information about further and complimentary education at regular intervals. The network will also organize alumni meetings where it will be possible to network with a variety of operators. Alumni can also work as visiting lecturers and commission assignments from students. The alumni network will provide valuable information on the suitability of training for work and it acts as an important bridge with the changing sphere of working life.

You can join the alumni activities by enrolling in the alumni register:

<http://www.kamk.fi/en/Business-Services/Recruitment-Services/Alumni-Registration>

For further information, please contact

Ms Tuula Rajander, tel. 044 7101 518, Tuula.rajander@aikopa.fi

Ms Päivi Vaattovaara, tel. 044 7101 648, paivi.vaattovaara@kamk.fi

GENERAL INSTRUCTIONS

Good Manners and Appropriate Behaviour

The University of Applied Sciences prepares us for working life and provides teaching and other opportunities for the benefit of its students. In consequence we must strive to behave in a fashion appropriate to working life and to consider our multicultural community during all everyday activities. All members of this community are therefore expected to take responsibility for their actions and to take other members of this community into account

In order to maintain a pleasant atmosphere and environment we must

- be service oriented and behave in a friendly manner towards each other
- respect our own and other peoples' work and the right to work undisturbed
- be punctual, turn off mobile phones during lessons and lectures and deal with personal matters in our own time
- obey instructions provided by the teacher during lesson time
- notify the appropriate person (if possible) of our absence if unable to attend lessons or work
- pay attention to how we speak to others and use appropriate language
- greet each other on and off campus
- eat meals in the appropriate areas only
- leave outdoor clothes in the designated facilities
- handle equipment and material in our care carefully
- keep the UAS' rooms, facilities and environment clean and tidy

Belonging to a pleasant work community also obligates us to provide feedback if required, to develop all operations and to use the services it provides. Should you experience difficulties with your studies or need help please do not hesitate to contact your study counsellor or teacher tutor. You should also use the services of Vital.

To a large extent, internal communication at the UAS takes place via email. Make sure that the following points are in order when using email:

- the sender's identification is clear (name and group code)
- make sure the message is clear e.g. the name of the course
- use clear and appropriate language and whole sentences
- remember that in a community of 2000 students, it is not possible for staff to answer all messages immediately and may take some time
- try to answer messages you receive as quickly as possible/follow instructions provided

Consequences of inappropriate behaviour

Inappropriate behaviour during studies will not be tolerated. Cheating during exams and skill demonstrations, independent assignments and theses (e.g. unauthorised use of material or plagiarism) will invariably lead to disqualification and further action will be taken.

If a student is proved to have cheated during an exam, he or she will have to participate in the same course again the following academic year and do the exam according to the current requirements.

It is necessary to exercise care and caution in the use of paraphrasing and quotations from other people's material when producing written work of your own. If you obtained the information from literature, directly from another person or other sources you must always record and mention the original source in your assignment/essay/work. If the author presents other people's ideas, texts etc in his/her own name,

he or she will be guilty of plagiarism. Cases where sources have been used without being recorded and mentioned in the appropriate manner will be investigated in detail. The consequences of using other people's work as if it were your own could be e.g. the rejection of your work or the whole course. Repeated plagiarism will lead to an official warning and possibly temporary suspension from studies in serious cases. Students will be heard before any action is taken.

According to the Polytechnic Decree (351/2003, § 28) students will be given a written warning if they:

- 1) disrupt teaching
- 2) behave violently or in a threatening manner
- 3) cheat or are dishonest or otherwise disrupt order in the university of applied sciences
- 4) refuse to present a drug test certificate or
- 5) have used drugs for purposes other than medication leading to decreased capability according to the report relating to testing for drugs.

In cases of serious acts and negligence or if the student continues to behave in an inappropriate manner after receiving a written warning, the student will be expelled for a temporary period – a maximum period of one year.

The President decides whether a student will receive a written warning and the UAS Board decides on temporary expulsion if proposed by the President.

It is permitted that students who disrupt teaching, behave violently or threateningly or in a manner that puts the life or health of others at risk can be ordered to leave the classroom or any event organised by the University of Applied Sciences. The student's right to participate in teaching can be removed for a maximum of three working days if there is a danger that the safety of other students or persons working in another teaching room/area will suffer due to the student's violent or threatening behaviour or if teaching becomes unreasonably difficult due to a student's disruptive behaviour.

Members of staff have the right to remove students from the premises, who are under the influence of alcohol or other drugs.

The university is entitled to demand students to present a drug test certificate. The University of Applied Sciences will cover any costs incurred by the certificate. The instructions and procedure concerning drug testing is set out in detail in the Polytechnic Decree (351/2003, § 25d) and in the instructions "Legal solutions for dealing with an inaptitude for study".

Safety Instructions

Get to know the University of Applied Sciences Safety Instructions, to be found on the front page of the UAS Extranet. In addition there are safety folders in each building on campus. At the end of this guide there are instructions on how to act in an emergency. Find out where the buildings' emergency exits are located and the assembly points situated outside. Make sure you know where the fire extinguishing equipment is located and that you can use them. New students will have a safety information meeting to discuss safety issues regarding the campus.

Use of Facilities

A healthy study and working atmosphere includes the responsibility of all staff and students to look after all equipment and materials at their disposal and to ensure that all facilities and classrooms are neat and tidy as well as secure. The premises and facilities of the University of Applied Sciences are patrolled by security guards and kept under surveillance. Members of staff and students are expected to vacate the premises by 21.00 (9.00 pm) at the latest on weekdays. At the weekend and during holidays the premises must be vacated by 18.00 (6.00 pm) at the latest. If someone chooses to ignore these instructions the security guard's invoice will be addressed to whoever causes an alarm. Students working in Innova's facilities will be given separate instructions.

During holidays and periods of independent study the **Taito 1 and 2 buildings** will normally be closed. A separate announcement concerning this issue will be given at the beginning of the study period involved. The library's computer room (Tieto 1) and researchers' rooms can be used during vacations and independent study weeks when the library is open and by agreement during other periods.

There are **two gyms and a sports hall** on campus. More information about staff and student turns and the use of sports facilities will be provided separately in the Intranet. Please note that students are only allowed to use these facilities on their own turns! Further information is also available from the KAMO's sports representative.

General

Parking

Car Parking is only allowed in designated areas. Students may apply for heating (sockets) outlets in the autumn; the application period will be announced in the extranet News column. Bicycles must be placed in bicycle stands.

Lockers

Students can keep outdoor clothes and other possessions free of charge in lockers set aside for their use. Students must sign for keys at the KAMO bookshop / service desk in the Taito 1 building. There are changing facilities and lockers reserved in Taito 2 where nursing students can keep their uniforms. Other students are also permitted to reserve the lockers located in the corridors.

Smoking

Smoking is only allowed outside in separate smoking shelters in the UAS area. Please note that the vocational college (KAO) is a smokeless zone. Although the UAS and vocational college share some facilities, smoking is not permitted in the vicinity of the Oppi buildings, the library (Tieto 1) and the student restaurant Fox (Tieto 2).

ACADEMIC YEAR 2013–2014

Working days, periods and programmes

The four periods of the academic year 2013–2014 can be seen on the back cover of this guide. The academic year starts on 29.8.2013 for new students and on 2.9.2013 for students continuing their studies. The academic year ends on 13.6.2014. The following weeks are independent study weeks; 43, 1 - 2, 10 and 23–24. During these weeks, students are expected to complete assignments, study for book exams or complete online studies.

Timetables

Timetables are usually available about one week before the following period. The timetables are maintained by Mr Ari Teirilä in the Schools of Business, Tourism and Engineering (tel. 6189 6450, 044 7101 639) and Ms Mervi Ruotsalainen in the School of Health and Sports (tel 044 7101 241). The timetables can be found *in intranet > Studying > Timetables*.

CONTACT INFORMATION

More detailed contact information can be found in the search service www.kajak.fi > *Esittely* > *Yhteystiedot* > *Sinfoweb* (only in Finnish, but telephone numbers can be found here).

kajaanin.amk(at)kamk.fi
firstname.lastname(at)kamk.fi

Switchboard (08) 618 991
IT Help Desk 6189 9400, (inside) 99400
Help Desk Janitors 044 7101 111

President's Office, Study Office and other services (Tieto 3, Tieto 1, Vital Opintie 3)

President's Office	Mr Kilpeläinen Turo	President	044 7101 600
	Ms Mäkinen Merja	Director of Administration	044 7101 601
	Ms Väättäin Anne	Management Assistant	044 7101 602
	Mr Karppinen Jari	Security Manager	044 7101 130
Study Office	Ms Haapavaara Marja	Study Secretary / School of Health and Sports	044 7101 133
	Ms Hoppo Eila	Study Secretary / School of Tourism	044 7101 148
	Ms Karjalainen Marita	Study Secretary / School of Engineering	044 7101 564
	Ms Kemppainen Merja	Study Secretary / School of Business	044 7101 764
	Ms Meriläinen Airi	Head of Student Affairs	044 7101 618
International Office	Ms Kaikkonen Meira	International Affairs Planning Coordinator	044 7101 617
	Ms Sievers Kirsi	International Affairs Planning Coordinator, Study Secretary / International Degree Programmes	044 7101 616
School Welfare Services x)	Mr Puskala Pasi	School Welfare Officer	044 7101 250
Admissions Office	Ms Vaattovaara Päivi	Study Affairs Coordinator	044 7101 648
	Ms McAvennie Anastasia	Planning Coordinator	044 7101 229
IT Services	Help Desk		6189 9400
	Mr Hyvönen Risto	Data Administration Manager	044 7101 615
Janitors	Help Desk Janitors		044 7101 111
	Ms Lappalainen Eija	Janitor Coordinator (TA2)	044 7101 627
Finance and Resources	Ms Härkönen Satu	Accounting Secretary	044 7101 604
	Ms Juntunen Eeva	Office Secretary	6189 9649
Quality Management	Ms Sievänen Teija	Quality Control Manager	044 7101 237
Marketing	Mr	Marketing Manager	044 7101 641
	Ms Keronen Anne	Marketing Assistant	044 7101 645
Library	Loans		6189 0605
	Ms Karjalainen Riitta-Liisa	Library Manager	044 7101 500

School of Business / Business Administration (Finnish), Business Information Technology (Finnish), International Business (English) (Taito 1)

Head of School, Competence Area Manager	Ms Itonen Heli	School of Business/Business Administration, International Business	044 7101 447
	Mr Kähkönen Jari	School of Engineering/ Business Information Technology	044 7101 303
Head of the Degree Programme	Ms Siipola Hannele	Business Administration	044 7101 120
	Mr Airaksinen Risto	Business Information Technology	044 7101 325
	Mr Malm Sami	International Business	044 7101 175
	Ms Lappalainen Jaana	Entrepreneurship (Master Programme, Finnish)	044 7101 457
Study Counsellor	Ms Jormakka Raija		6189 9446
Practical Training Coordinator	Ms Siipola Hannele	Business Administration	044 7101 120
	Ms Haataja Sirpa	Business Information Technology	6189 9311
	Mr Malm Sami	International Business	044 7101 175
International Coordinator	Ms Karppinen Erja	Business Administration	044 7101 024
	Mr Piirainen Veli-Pekka	Business Information Technology	044 7101 337

Thesis Coordinator	Ms Väisänen Mervi	Business Administration	044 7101 421
	Mr Airaksinen Risto	Business Information Technology	044 7101 325
	Mr Sami Malm	International Business	044 7101 175

School of Tourism / Tourism (Finnish and English), (Taito 2)

Head of School, Competence Area Manager	Ms Heikkinen Eija		044 7101 202
Head of the Degree Programme	Mr Korhonen Pasi	Tourism (Finnish)	044 7101 360
	Mr Keränen Mikko	Tourism (English)	044 7101 620
	Mr Korhonen Pasi	Tourism (Master Programme, Finnish)	044 7101 360
Study Counsellor	Ms Vainikka Teija		044 7101 019
Practical Training Coordinator	Mr Pietarinen Mika	Tourism (Finnish)	044 7101 016
	Mr Stricker Peter	Tourism (English)	044 7101 018
International Coordinator	Mr Stricker Peter		044 7101 018
Thesis Coordinator	Ms Väisänen Mervi	Tourism (Finnish)	044 7101 421
	Mr Keränen Mikko	Tourism (English)	044 7101 620

School of Health and Sports / Nursing (Finnish), Sports and Leisure Management (Finnish and English)(Taito 2)

Head of School, Competence Area Manager	Heikkinen Eija		044 7101 202
Head of the Degree Programme	Kemppainen Jaana	Nursing	044 7101 224
	Takala Katri	Sports and Leisure Management (Finnish)	044 7101 625
	Partanen Kari	Sports and Leisure Management (English)	044 7101 031
	Leinonen Rauni	Nursing (Master Programmes, Finnish)	044 7101 216
Study Counsellor	Sievänen Riitta		044 7101 236
Practical Training Coordinator	Poranen Tiina	Nursing	044 7101 260
	Leskinen Pirjo	Sports and Leisure Management (Finnish)	044 7101 629
	Partanen Kari	Sports and Leisure Management (English)	044 7101 031
International Coordinator	Härkönen Jaana	Nursing	044 7101 028
	Partanen Kari	Sports and Leisure Management (Finnish), Sports and Leisure Management (English)	044 7101 031
Thesis Coordinator	Ravelin Teija	Nursing	044 7101 273
	Takala Katri	Sports and Leisure Management (Finnish), Sports and Leisure Management (English)	044 7101 625
	Leinonen Rauni	Master Programmes, Finnish	044 7101 223

School of Engineering (Taito 1)

Head of School, Competence Area Manager	Kähkönen Jari		044 7101 303
Head of the Degree Programme	Leinonen Sanna	Mechanical and Production Engineering	044 7101 632
	Kurtelius Jari	Construction Engineering	044 7101 345
	Airaksinen Risto	Information technology	044 7101 325
	Pikkarainen Eero	Master Programme (Finnish)	044 7101 346
Study Counsellor	Kurtelius Jari		044 7101 345
Practical Training Coordinator	Soininen Eero		044 7101 147
International Coordinator	Leinonen Sanna	Mechanical and Production Engineering	044 7101 632
	Kurtelius Jari	Construction Engineering	044 7101 345
	Rantala Tuomo	Information technology	6189 9333
Thesis Coordinator	Leinonen Sanna	Mechanical and Production Engineering	044 7101 632
	Kurtelius Jari	Construction Engineering	044 7101 345
		Information Technology	

AIKOPA – Adult Education Services, Linnankatu 6

Honkanen Tuula	Manager	044 7101 407
Korhonen Saara	Educational Secretary	044 7101 135

x) VITAL Student Health Centre, Opintie 3 (KAO)

Järventausta Minna	Public Health Nurse, School of Business	044 797 4894
Haverinen Päivi	Public Health Nurse, School of Tourism and School of Health and Sports	044 797 4892

Myötätuuli (Tieto 2)

Appointments		6189 9209
Paavola Liisa	Coordinator of Myötätuuli	044 7101 629
Riekkö Raija	Nurse	044 7101 163
Pakkala – Juntunen Sanna	Sports Instructor	044 7101 162

KAMO, Student Union

Ahoniemi Pasi	Executive Director	044 325 0036
Bookshop, Taito 1		045 140 3430
Bookshop/Info, Taito 2		045 140 3450

Student Restaurant Fox and Cafés

Student Restaurant Fox	6165 6741
Netticafé, Taito 1	6189 9374
Kanttiini, Taito 2	6189 9339

HOW TO ACT IN CASE OF EMERGENCY, DANGER AND ABNORMAL SITUATIONS

IN AN EMERGENCY

- * **PREVENT** further damage
- * **HELP** those in danger
- * **GET HELP** by calling 112
- * **GUIDE** the rescue services to the right place

WHEN YOU HEAR AN ALARM

- * **LEAVE** the classroom **IMMEDIATELY**
- * **HELP** others to get out
- * **GET OUT** and proceed to the assembly point
- * **DO NOT USE THE LIFT**, only use indicated exits

IN AN ABNORMAL SITUATION

- * **KEEP CALM** and keep others calm
- * **ASSESS** whether you need more help
- * **HELP** others
- * **INFORM** the teacher

CALL 112 FOR HELP

In case of sudden illness, fire or an accident inform the emergency services
by calling 112 immediately.

Clearly explain:

- *who you are
- *where you are calling from
- *what has happened
- *where the incident happened
- *listen to the instructions given

Do not end the call before you are told to do so.

KAJAANI UNIVERSITY OF APPLIED SCIENCES ACADEMIC YEAR GUIDE 2013 - 2014



Publisher

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Editing

Kajaani University of Applied Sciences / International Office

Print

The City of Kajaani, 2013

