



KAJAANIN
AMMATTIKORKEAKOULU
UNIVERSITY OF APPLIED SCIENCES



ACADEMIC YEAR GUIDE

2016 - 2017

KAJAANI UNIVERSITY OF APPLIED SCIENCES ACADEMIC YEAR GUIDE 2016 - 2017



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BACHELOR'S DEGREES AT KAJAANI UNIVERSITY OF APPLIED SCIENCES**Nursing and Healthcare**

Undergraduate Degree			Part-time Education (blended)	
Degree	Code	Degree Title	Degree /Code	Degree Title
Bachelor's Degree in Nursing	SHS	Bachelor of Health Care, Registered Nurse	Bachelor's Degree in Nursing / SMM	Bachelor of Health Care, Registered Nurse
Bachelor's Degree in Public Health Nursing	SHT	Bachelor of Health Care, Registered Public Health Nurse		

Activity Tourism

Undergraduate Degree			Part-time Education (blended)	
Degree	Code	Degree Title	Degree /Code	Degree Title
Bachelor's Degree in Tourism	AMA	Bachelor of Hospitality Management		
Bachelor's Degree in Sports and Leisure Management	ALK	Bachelor of Sports Studies	Bachelor's Degree in Sports and Leisure Management / ALM	Bachelor of Sports Studies
Bachelor's Degree in Sports and Leisure Management (in English)	ASL	Bachelor of Sports Studies		

Business and Innovations

Undergraduate Degree			Part-time Education (blended)	
Degree	Code	Degree Title	Degree /Code	Degree Title
Bachelor's Degree in Business Administration	LLT	Bachelor of Business Administration	Bachelor's Degree in Business Administration / LLM	Bachelor of Business Administration
Bachelor's Degree in International Business (in English)	LBI	Bachelor of Business Administration		

Information Systems

Undergraduate Degree			Part-time Education (blended)	
Degree	Code	Degree Title	Degree /Code	Degree Title
Bachelor's Degree in Business Information	TTK	Bachelor of Business Administration		
Bachelor's Degree in Information Technology	TTV	Bachelor of Engineering	Bachelor's Degree in Information Technology / TTM	Bachelor of Engineering

Mechanical and Mining Engineering

Undergraduate Degree			Part-time Education (blended)	
Degree	Code	Degree Title	Degree /Code	Degree Title
Bachelor's Degree in Mechanical and Production Engineering	KKT	Bachelor of Engineering	Degree Programme in Mechanical and Production Engineering / KKM	Bachelor of Engineering
Bachelor's Degree in Construction Engineering	KRY	Bachelor of Engineering		

Master Programmes:

- Master's Degree in Technological Competence Management (Master of Engineering)
- Master's Degree in Healthcare (Master of Health Care)
- Master's Degree in Sports Management and Development (Master of Sports)
- Master's Degree in Tourism (Master of Hospitality Management)
- Master's Degree in Entrepreneurship and Business Competence (Master of Business Administration)

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.

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	
<u>Head of School</u> Ms Hannele Siipola	<u>Study Office / Study Secretary</u> Ms Kirsi Sievers (English-taught programmes) Ms Sari Suvela (Finnish-taught programmes)

The Bachelor's Degree in International Business		
<u>Practical Training Coordinator</u> Mr Sami Malm	<u>Thesis coordinators</u> Mr Sami Malm Mr Simo Määttä (Research Methods)	<u>International Coordinator</u> Ms Erja Karppinen
<u>Study Counsellor</u> Ms Raija Jormakka	<u>Tutoring Teachers</u> LBI16S Sami Malm, Kaisa Enticknap-Seppänen LBI15S Ms Erja Karppinen LBI14S Ms Ruey Komulainen	

School of Tourism and Sports	
<u>Head of School</u> Ms Katri Takala	<u>Study Office / Study Secretary (Tieto 3)</u> Ms Kirsi Sievers (English-taught programmes) Ms Satu Lesonen (Finnish-taught programmes)

Bachelor's Degree in Sports and Leisure Management		
<u>Practical Training Coordinator</u> Ms Kirsi Huotari	<u>Thesis Coordinator</u> Ms Kirsi Huotari	<u>International coordinator</u> Mr Kari Partanen
<u>Study Counsellor</u> MS Kaisa Loikkanen	<u>Tutoring teacher</u> ASL16S Marjukka Turunen	

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 10:00 - 15:00. Please note that all office hours apart from the above opening times are reserved for office staff to complete their other duties.

English-taught bachelor's degrees, exchange students:

Ms Kirsi Sievers, English-taught Bachelor's Degrees Tel. 044 7101 616

Ms Marja Haapavaara, Bachelor's Degrees in Nursing Tel. 044 7101 133

Ms Sari Suvela, Bachelor's Degrees in Business Tel. 044 7101 764

Ms Satu Lesonen, Bachelor's Degrees in Tourism and Sports Tel. 044 7101 148

Ms Marita Karjalainen, Bachelor's Degrees in Engineering Tel. 044 7101 564

Ms Airi Meriläinen, Head of Study Affairs Tel. 044 7101 618

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:

- Student registration in ASIO
- Study certificates, transcripts of records
- Guidance in using the ASIO-system, ASIO username
- travel discount certificates
- Student financial aid/student grants
- 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 Kaisa Merilahti, 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 degree programmes 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 KAMK 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 KAMIT network user ID. When students accept their study place they automatically commit themselves to following the rules and regulations of use set by the KAMIT 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 in KAMK Intranet (KamIT).

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

User's first name + first 3 letters from the users last name

If the KAMIT username formed is identical to someone else's username, sequal numbers will be added at the end of the username (for example AlexSmi, AlexSmi1...).

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

Office 365

The students use the Microsoft Office 365 –services. The O365 services provides the students with the following services:

- Email (Exchange)
- Onedrive for Business –disc space
- Office 365 –ProPlus applications
- Sharepoint
- Skype for Business –online chat and meetings
- Office Online applications via browser

Email

Email is the foremost means of communication for all study-related matters. All students are provided with a personal Office365 –email for study-related communications. The size of the mailbox is 50 Gt. Email can be read via internet www.kamk.fi > *Quick links* > *Students email* or by using Microsoft Outlook email client on campus.

Student's email address is firstname.lastname@kamk.fi. Please note that staff email addresses are firstname.lastname@kamk.fi.

In case there are more than one student with the same name, sequential numbers will be used (for example firstname.lastname1@kamk.fi).

Email can be accessed on mobile devices using Exchange –account and using your email address. Use your personal KAMIT user ID and password to access/send email.

Printing

The printouts can be accessed from all the printing devices in the campus area regardless of where the print command was given. Each student must provide identification at the printing device in order to access their own printouts. The stickers used for the identification can be bought from the student union KAMO's kiosks. Every student has automatically printing credits worth 20 euros. A black-and-white copy costs 10 cents per side and a color copy 20 cents per side. More printing credits can be bought from the Finance Office (in Tieto 3 building).

ASIO Student Administration System

ASIO is a student administration 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. Students access ASIO using their student number which will be issued by the study office during the first days of study. Access Asio at www.kamk.fi > *Quick links* > *Asio*

Remote Connection Service Remote Pipe

Certain KAMK 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 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 KAMIT user ID. Every user should follow news and announcements distributed via the Intranet.

Moodle Learning Environment

Whole courses or parts of courses can be accomplished online in the form of distance learning via Moodle. Moodle is accessible via internet from anywhere. 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 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 KAMIT user ID and your password.

Moodle: <http://edu.kamit.fi>

Distance Learning Methods

It is possible to follow teaching outside the campus area. The Adobe Connect –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 you only need a link to the lecture room and the updated version of Flash Player. Adobe Connect works also with iOS and Android mobile devices. Brief instructions are available from the teacher in charge.

KAMIT Helpdesk

If you have problems with computer and data processing systems, contact the Help Desk staff. Their telephone number is **044 4957 000** or from helpdesk portal <http://helpdesk.kamit.fi>. 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

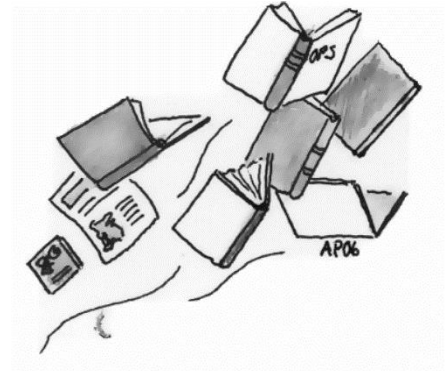
Postal Address P.O. Box 240, 87101 Kajaani

Tel. loans 044 7157 042

Tel. long distance loans 044 7157 043

Email amkkirjasto(at)kamk.fi
kauko.palvelu(at)kamk.fi
asiasanaa(at)kamk.fi

Web page <http://www.kamk.fi/en/Library>

**Library Card**

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 KAMK and in the municipal library (address Kauppakatu 35). The card is free of charge.

Using the library

The collections available in the Kajaani University of Applied Sciences Library reflect the fields of education at KAMK. The Library's collection includes an extensive amount of online-databases.

The Library's materials database can be browsed via the Internet at <http://kamk.finna.fi>. Theses written and compiled by students of the UAS can be found as whole text versions on the Internet at <http://www.theseus.fi>. The library's electronic materials are at the customers' disposal on campus but also by distance connection at www.kamk.fi > Library.

There are 48 PC work stations connected to the KAMIT network at the disposal of Library customers. Each work station has printing facilities and there are photocopying machines available for copying and scanning purposes. 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

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 intranet 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. It is also possible to internationalize, develop language skills and intercultural communication skills within the international student community of KAMK by joining the student activities organized by the student union KAMO. 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 degree programme has appointed an international co-ordinator whose main task is teaching, but who is also responsible for developing international affairs and guiding the students with the questions concerning student mobility. The practical training coordinator for your degree programme also acts as the international practical training coordinator.

International co-ordinators:

School of Business	Ms Erja Karppinen
School of Information Systems	Mr Veli-Pekka Piirainen
School of Tourism and Sports	Mr Peter Stricker (Tourism)
	Mr Kari Partanen (Sports)
School of Engineering	Ms Sanna Leinonen
School of Health	Ms Jaana Härkönen

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 Monika Kokkonen, firstname.lastname@aikopa.fi

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 provides an arena 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. All groups will be instructed in the use of Jobstep.net during their first academic year.

Marketing and Communications

Visiting address: Tieto 3, 1st floor

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, staff and the respective educational fields are responsible for providing information concerning their work.

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. KAMIT 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*. Teachers can also forward information to separate groups by email.

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

Further Information:

Coordinator, Ms Tanja Keränen

Marketing Planner, Ms Anne Keronen

email addresses: firstname.lastname@kamk.fi

Janitor Services

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

Information Desk

The Information Desk in Taito 1 deals with room and car reservations. The Info Desk is also the lost and found –place on campus.

Student Restaurants and Cafés

Student Restaurant foX

Street address: Tieto 2, Ketunpolku 1, 87100 Kajaani
Tel. (08) 6165 6741
Opening hours Monday – Friday 7:30 – 14:30.
Lunch hour 11:00 – 13:00

Lunch costs EUR 2.25 - 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 4.19–4.54.

The menu is available on www.kajaaninmamselli.fi/RUOKALISTAT/Opiskelijat

If you have a food allergy, please let the canteen supervisor know as soon as possible. Vegetarian options are always available on the line 3. Those following a vegan diet should also contact the canteen supervisor.

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 – 16:30, Fri 7.45 - 14.00

Kanttiini, Taito 2: Mon – Thu 8:45 – 14:30, Fri 8.45 - 14.00

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 supplements and government guarantees for student loans. Decisions concerning KAMK students' financial aid are made at Kela's Student Grant Centre. The applications can be left at any of the local KELA offices. 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. KELA's financial aid helpline for students tel. 020 692 229 serves you from Mondays to Fridays from 8 am until 6 pm.

You can more detailed information on the student financial aid from <http://www.kela.fi/web/en/students>.

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). 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.

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.

Student Health Care

Visiting address: Opintie 3 D, Kajaani (the student residential block of the vocational college, 2nd floor)

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. (arrive by 9.00 to make sure there's time for the appointment)
- for telephone advice daily 11:30 a.m.–12:15 p.m
- by appointment

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 three to five times a week. An appointment will be given based on an assessment made by the public health nurse. An appointment fee must be paid by those over 18 using student healthcare services, for the first three visits to a doctor within the same calendar year. In 2016, the customer fee for one visit will be €20.90, with a maximum fee for one customer amounting to €62.70 in one year. These three visits to the doctor include visits to the student healthcare doctor and doctors based at the health centre.

Please note! The above fee is payable by EU-citizens and those who have registered Kajaani as their home municipality. For non-EU-citizens and for those who have not registered with the Register Office, the fee may be higher.

Contact details:

<i>Public Health Nurse for Business students</i> Ms Minnamari Järventausta Tel. 044 797 4894	<i>Public Health Nurse for Nursing, Sports, Tourism and Engineering students</i> Ms Päivi Haverinen, tel. 044 797 4892
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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.

The all-purpose emergency number is 112.

Finnish Students

Further information about the health care services in Kainuu region can be found in internet www.kainuu.fi > Kainuun Sote > Terveyspalvelut.

Foreign Students

Urgent Health Care

If you need urgent medical care, you can visit the Kainuu Central Hospital (address: Sotkamontie 13). 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.

The Emergency Clinic at the Central Hospital provides treatment for people who need it because of an acute illness or injury

- who must receive treatment within 24 hours of falling ill
- who might suffer permanent harm if treatment is delayed
- whose life is in danger

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 approximately 15 – 40 euros depending on the type of visit (non-urgent care or urgent care). Foreigners 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 or travel insurance. Nordic citizens 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 80 - 1000 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

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 KAMK 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 or by email: nuusa.parkkinen(at)evl.fi. Please note that it does not matter to which religious community you belong.

You can follow the activities and events for the youth in Facebook (<http://www.facebook.com/silmatristissa>) and in Instagram as "oppilaitospappi".

For more general information on the activities of Kajaani's Lutheran Congregation please see www.silmatristissa.fi, www.kajaaninseurakunta.fi and the Seurakunta magazine (in Finnish).

Kajaani Orthodox Congregation

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

Insurance for Students

In case of accident or damage students must immediately contact their supervising teacher and/or the Secretary or Management Assistant. Students must fill in an insurance certificate and an insurance accident / occupational illness notification for any type of accident / damage. 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.

In case of an accident:

- Fill in the "Vakuutustodistus" (= certificate of insurance) 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 KAMK's President's Office.

Voluntary Accident Insurance

Voluntary accident insurance covers accidents occurring during normal school hours as well as during travel to and from school. This insurance covers students also during their practical training. The 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. This insurance is valid also abroad and for foreign students as well.

Statutory Accident Insurance

When you complete your practical training, you are covered by the KAMK statutory accident insurance. This insurance is valid also abroad and for foreign degree students as well.

Liability Insurance

KAMK has a liability insurance for any damages caused by degree students. This insurance is valid in EU countries, Norway, Iceland and in Switzerland.

Travel Insurance

For leisure time foreign students are obliged to take out a full travel insurance which covers the costs arising from hospital care and/or transport home in the case of sudden illness, accident or death. Also remember to take luggage insurance.

Foreign Students' Insurance Cover

The foreign students' insurance cover in different situations can be checked from the table below.

KAMK has negotiated a specific insurance solution for its international students with MARSH/SIP. All the information on the SIP packages can be found on their website.

More information:

President's Office
Ms Jaana Karjalainen
Ms Anne Väättäinen

International Office
Ms Meira Kaikkonen

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)

Private sector housing for rent

- Kainuun Asuntomarkkinat, Linnankatu 18, tel. 050 531 7975, email: m.tervonen@kajaani.net

Travelling

Student Discounts

Student discounts can be obtained using a valid KAMO student card. In order to be eligible for a discount, studies must be full time and last a minimum of 8 months without interruption.

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
Email: kamo@kamk.fi
Web: <http://www.opiskelijakuntakamo.fi>

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 (932/2014, 41 §). The public duty of the Student Union is to select student representatives to sit on the KAMK Board and other official bodies such as the Student Grant Committee.

KAMO is a lively and active student lead union representing all students in KAMK. 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 KAMK 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 KAMK, KAMO also deals with student tutoring and matters related to international tutoring. KAMO welcomes foreign students, organises induction and KAMK orientation and also arranges free-time activities. The planning, implementation and monitoring of such activities is carried out in direct co-operation with KAMK. International tutoring involves a lot of peripheral activity and events in which all KAMK 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 different 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 2015 includes the following students

Chairperson	Mr Teemu Turunen
Vice Chairperson, Tutoring Affairs	Ms Mira Nukari
Social affairs	Ms Maria Eklund
International Affairs	Mr Heini Kilpeläinen
KAMO Activities	Ms Tarja Krökki
Student welfare	Mr Henri Heiska
Marketing Communications	Mr Jani Vattula

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\(at\)kamk.fi](mailto:hairinta(at)kamk.fi).

All students studying for their basic degree at KAMK are invited to become a member of KAMO. The membership fee is € 20 / academic year and € 10 / semester. When applying for a new student card, a fee set by the card provider will be added.

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 activities, 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. International students can apply to be student buddies who help the new incoming students especially to start their studies. 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 Mira Nukari, Leading Tutor

Ms Airi Meriläinen, Head of Student Affairs

Other Student Associations at KAMK

Students in different fields are also represented by student associations that protect the students' interests and arrange different activities for students.

Currently, the following associations are active

- Kajaanin tradenomiopiskelijat KAATO ry / Kajaani Business Admin Students' association KAATO ry
- Kajaanin liikunnanohjaajaopiskelijat ry Loikka / Kajaani Sports Students association Loikka ry
- Kajaanin insinööriopiskelijat KaIO ry (Engineering students)
- Kajaanin sairaan- ja terveydenhoitajaopiskelijat KaSTO ry (Nursing students)
- Kajaanin restonomiopiskelijat REKKA ry (Tourism students)

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 KAMK. The timetable of the turns for the students to use these facilities will be available in KAMK's intranet at the beginning of each semester. Your peer tutor can also provide you with more information on recreation and leisure activities.

KAMO, the student union, is responsible for KAMO Activities. The KAMO Activities 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. KAMO Activities arranges different kinds of events and activities. In addition there are special trips available for international students such as visit to Santa Claus Park in Rovaniemi and husky safaris. Please feel free to share any ideas about possible activities or events with KAMO!

You can find further information on leisure and recreational possibilities in Kajaani from www.studyinkajaani.fi.

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.

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

- register for the entire academic year between 8 August and 8 September or
- for one semester at a time (autumn/spring semester) by 8 August / 15 January.

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

Absence or temporary interruption of studies

New students may register as absent for the first year only for a specific reason such as completion of military service / civilian service or maternity / paternity / parental leave or sick leave. In addition, you may register as absent for a maximum of one year during studies without a specific reason.

Absence arranged in correct manner does not affect the total time allowed for completing the studies.

Students registered as non-attending may not pursue their studies and are not entitled to student grants, student meal subsidies or other student allowances. At the same time students must take into account the possible effects of absence on study plans as the degree programme syllabus is in force during one academic year at time. Also, please check whether your absence affects your residence permit. It is a good idea to seek advice from the study counsellor or tutoring teachers 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 € 50, according to decree (1440/2014) 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 FI75 5760 0320 2060 70 (reference: right to study, your name). 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.

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. The amount of contact teaching hours may vary for different courses.

Enrolling for courses

Students enroll only for free-choice courses 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.

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*.

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.

Always 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 if assignments 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.

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.lukihairio.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.

At KAMK, the following study councellors can arrange a dyslexia assessment

- Ms Teija Vainikka, School of Tourism and Sports
- Ms Riitta Sievänen, School of Business

All learning disabilities are individually taken into account at the UAS according 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 (L932/2014, 37§)

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.

The aim of **work studification** is to combine education with paid work: students can accomplish the skills and knowledge stipulated in their degree while in employment. To do this, students must discuss the matter with a teacher designated with responsibility in this area and to their employer in advance. This is to ensure that a plan of work can be drawn up in cooperation between the student, teacher and employer and, from the perspective of the University of Applied Sciences, of the competence requirements to guarantee that the student gains study credits as required by the studies. In addition to the plan, a negotiation, to agree upon e.g. practical matters such as rules, involving all three parties will be held.

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 be 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 Education and Development Manager is entitled to make decisions concerning accreditation. Prior to accreditation, the Education and Development Manager asks for a statement from a teacher involved. 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 Education and Development Manager 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 Education and Development Manager
- the Learning Agreement for the exchange period is always compiled with the International Coordinator, before departure

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 responsible teacher submits the original accreditation decisions to the Study Office. The student will be informed of the decision by email.

Request for rectification

Please go to the separate section 'Rectification procedure'.

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).

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 (1129/2014, 7§) 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 the Education and Development Manager 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 (1129/2014, 7 §). 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 is available in intranet (Studying > Forms for Students). The student must enclose a report and reasons for applying for exemption and a statement from an expert, statements from the 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 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*.

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. Courses are assessed according to a scale of 5 – 0: Excellent (5), Good (4-3), Satisfactory (2-1), and fail (0). Grade (1-2) indicates a satisfactory level of competence and describes the competence required for work. This grade does not mean that the student is incompetent but indicates the minimum competence requirement of the degree. Grade 3-4 indicates a good level of competence. Grade 5 indicates an excellent level of competence or the top level of competence that can be achieved during the degree.

Courses can also be assessed on a Pass/Fail basis without numerical grading. In word based grading a 70 % correct answer must be achieved to be awarded the grade of 'pass'.

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.

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 School.

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 School 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 School'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 rectification 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 (932/2014 § 60).

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.

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.

Course exam

- Date will be announced at the beginning of the course. All students expected to participate!
- Course exam will be considered a used exam opportunity even if the student does not participate

- There is no need to register for this exam separately
- Not participating the exam will appear as an "E" in your transcript

Retakes (2 opportunities)

- If you fail the course exam, you can take a retake. There are 2 opportunities to retake the course exam.
- Retakes are taken on a general exam date and dates for each course are given by the lecturer in concern (you cannot choose the date yourself!). The retake opportunities for each course are the following possible retake dates within the same or the immediately following semester.
- You must register according to instructions.

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 2016-2017 are as follows:

Autumn Semester

Month	Register by	EXAM DATE	Note!
<i>August</i>	Thu 18.8.	Thu 25.8.	
<i>September</i>	Tue 15.9.	Tue 22.9.	
<i>October</i>	Tue 6.10.	Tue 13.10.	
<i>November</i>	Tue 27.10.	Tue 3.11.	
	Tue 10.11.	Tue 17.11.	
<i>December</i>	Tue 24.11.	Tue 1.12.	last exam date for graduating students!
	Tue 8.12.	Tue 15.12.	

Spring Semester

Month	Register by	EXAM DATE	Note!
<i>January</i>	Thu 12.1.	Thu 19.1.	
	Thu 19.1.	Thu 26.1.	
<i>February</i>	Thu 9.2.	Thu 16.2.	
<i>March</i>	Thu 16.3.	Thu 23.3.	
<i>April</i>	Tue 4.4.	Tue 11.4.	
	Thu 20.4.	Thu 27.4.	
<i>May</i>	Thu 4.5.	Thu 11.5.	
	Tue 16.5.	Tue 23.5.	
<i>June</i>	Tue 30.5.	Tue 20.6.	Note the registration date!

Registering

- For each retake students are required to register by filling in an online form in intranet. Check the exam date and the last day to register carefully!
- After filling in the online registration, it will be delivered to the appropriate teacher. You will also receive an email confirmation.
- In case you need to change the registration (for example wrong date), the teacher will cancel your registration and you will receive an email about that.

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 18:00 – 20:15 in the **Taito 1 building**.
- Students must be present at 17:40 at the latest due to practical arrangements. The students gather in Netcafé 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. Register for these exams using a retake registration 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. The exam dates are as follows:

Month	Last day to register	Exam Date
September	Thu 8.9.	Wed 14.9.
October	Thu 6.10.	Wed 12.10.
November	Thu 24.11.	Wed 30.11.

Month	Last day to register	Exam Date
February	Thu 2.2.	Wed 8.2.
April	Thu 6.4.	Wed 12.4.
May	Thu 11.5.	Wed 17.5.

Students have their say and develop operations at KAMK

At Kajaani University of Applied Sciences, the students are active members of the higher education community. They have a significant role in developing activities and the quality of activities at KAMK. The students give feedback, and participate in the work of different teams which involve them in planning, development and decision-making. The students are considered as customers who are offered high quality teaching and guidance.

How we operate at KAMK

The tool that guides operational planning, management, monitoring and development is the management and quality system – KAMK's way of working.

The aim of KAMK's operations is that we:

- do the *right things* by defining what and why we do things (strategic level)
- do *things right* by defining how, when and who will do things (planning level)
- *all* – both students and staff – do the right things right (personal level)
- *measure and assess* our activities and develop them based on outcomes (principle of continual development)

KAMK's way of operating is described in the Intranet at 'How we operate at KAMK'. Here you will also find feedback, assessment and indicator information produced by the management and quality system.

How can students become involved in influencing and developing operations?

Students can become involved and develop operations and the quality of operations by

- giving feedback
- by participating in the work of different teams
- by participating in student union activities

Feedback (student feedback system)

Feedback is an assessment of completed work, a product, or service and it is based on personal experience. The best feedback is direct, honest, and constructive and promotes development.

Clear feedback is easier to translate into action than general comments. It is crucial that the recipient of feedback understands what the feedback means.

As a member of the higher education community, students have the right and duty to provide feedback. One of KAMK's values is development partnership, and the development of its operations and quality is a part of the everyday work conducted at KAMK. The students are also entitled to receive feedback concerning their feedback and their own learning.

Feedback is central to the KAMK management and quality system. The student feedback system consists of direct feedback, course feedback, a feedback discussion and student feedback days.

Direct, face to face feedback

The quickest and most effective way to give feedback is to talk to the teacher while in class. Feedback can also be given to the Education and Development Managers, and in the last instance, directly to the President of KAMK. The students are entitled to receive feedback concerning their progress during course work. Students can give direct feedback during a personal progress discussion which is undertaken with the teacher tutor on an annual basis.

Student Feedback

Student feedback is an important part of the KAMK 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 KAMK:

- 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
- KAMK graduate employment survey

The feedback reports are available in intranet in Finnish. For further information in English, please contact the International Study Office.

Course feedback

Course feedback is crucial and all students have the duty and right to give such feedback for each course they accomplish. The course feedback is given in Moodle where the course teacher and Head of School/Education and Development Manager can see it. The teacher gives feedback for the overall feedback obtained by the course, when the course has ended.

Feedback days

The feedback days are held once per year in a one-two day informal event where students have the opportunity to give feedback in various forms and to talk to staff representatives about current issues linked to KAMK's operations and quality development.

Participating in different teams

Many teams (working groups) operate in KAMK which include students in operational development allowing them to put forward the student perspective when development issues are discussed. In principle, the students are represented in all the teams where issues concerning them are discussed. The student representatives are considered as equal members in the teams.

A student representative also attends the following groups which cover issues concerning the whole university of applied sciences: KAMK Oy's Board, the Student Grant Committee, the development target development teams, the International Team, the Guidance Team. In addition to the common teams above, each competence area has development work teams which

generally focus on development issues linked to teaching and learning, e.g. the learning development team.

Participating in the student union

KAMO, the student union operates as a binding force between the students and the University of Applied Sciences. Its core areas of operation are student representation, developing teaching and solving problems related to teaching. KAMO is responsible for encouraging students to participate in operational development. KAMO also appoints a representative to attend to the work of the teams and working groups where students are represented.

The student union also collects, processes, and uses feedback actively. It collects feedback from the orientation day and implements the tutor questionnaire. The collected feedback is used to develop operations and content. The student union board processes almost all the feedback that is collected. If necessary, it makes action proposals based on individual feedback from students.

How is quality development visible to the students?

The development of quality should be visible to students in how functions, teaching and learning environments develop. For example, student welfare activities were initiated by the outcomes of the welfare questionnaire. Student feedback is also significant in teaching planning. For example, in the degree in sports and leisure management, the order in which students accomplish courses has been altered in response to academic year feedback to promote learning, and in the business information management degree, project studies have been integrated into teaching plans because according to feedback, project guidance and work planning was not considered particularly successful.

The President has overall responsibility for management, quality, development and results. The Quality Manager is responsible for the overall assessment, development and maintenance of the management and development system (KAMK's way of operating). The shared operational models development group supports the Quality Manager.

Contact: Teija Sievänen, Quality Manager, tel. 044 7101 237, firstname.surname@kamk.fi

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 Counsellors

Ms Raija Jormakka	Business, Tieto 1 (tel 044 7101 278)
Ms Kaisa Loikkanen	Sports, Tieto 2 (tel. 044 7101 039)
Ms Teija Vainikka	Tourism, 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)

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.

My Study Path at KAMK / eHOPS

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

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*.

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.

The tool for the planning is "My Study Path at KAMK" 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.

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 KAMK 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*.

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 Mervi Summanen, Training Course Planning Coordinator, Tel. 044 7101 609

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

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 (932/2014, § 38) 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 2016 - 2017

Timetables

Timetables are usually available about one week before the following period. The timetables are made on a weekly basis so students are obliged to check the timetables frequently for possible changes. **The timetables can be found *in intranet > Studying > Timetables*.**

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

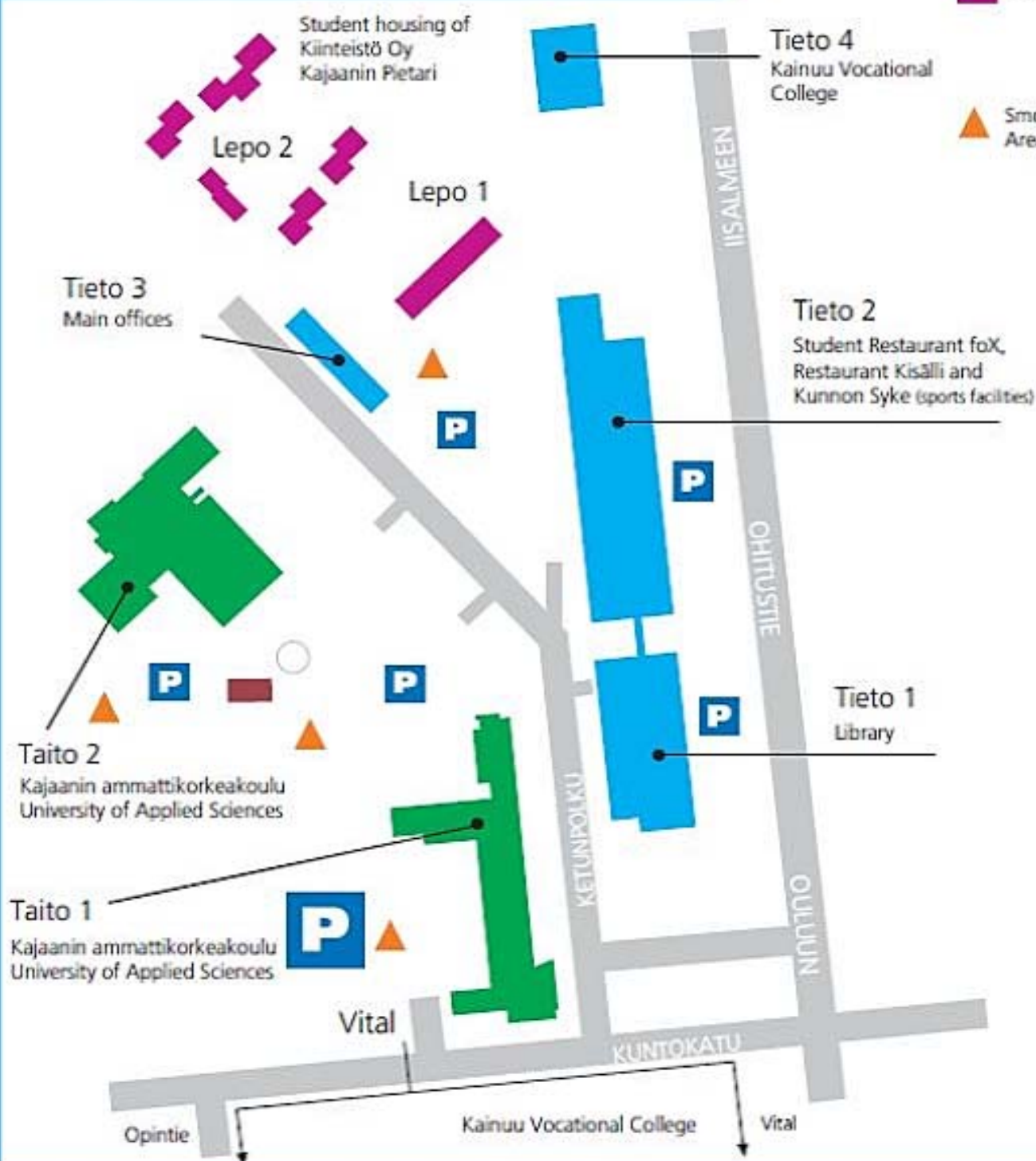
Do not end the call before you are told to do so.

Kajaani Campus Area

Kajaani University of Applied Sciences • Kainuu Vocational College • Student Accommodation

Taito
Tieto
Lepo

Smoking Area



TAITO 1 Kuntokatu 5

- Teaching, Auditorium, Netcafé
- Heads of the Schools of Business, Engineering
- Janitors
- CEMIS Business Development (CBD)

TAITO 2 Ketunpolku 4

- Teaching, Café
- Heads of the Schools of Health
- Myötätuuli (Learning Clinic)
- Office of the Student Union KAMO
- Assembly Hall
- Auditorium

TIETO 3 Main Offices Ketunpolku 3

- President's office
- AIKOPA - Adult and Continuing Education
- Admission Office
- Study Office
- School Welfare Officer
- International Office
- Recruitment Service
- Financial Office
- Marketing and Communication

TIETO 1 Ketunpolku 1 Library

TIETO 2 Ketunpolku 1 Student Restaurant foX, Restaurant Kisälli

- Teaching
- Heads of the Schools of Sports, Tourism

LEPO 1 ja 2 Ketunpolku 5 Student Accommodation

Opintie 3 VITAL Student Health Centre Kamit Helpdesk

KAJAANI UNIVERSITY OF APPLIED SCIENCES

TEACHING SCHEDULE FOR THE ACADEMIC YEAR 2016 - 2017

AUTUMN SEMESTER 30.8.2016 - 1.1.2017

15 weeks teaching. In addition:

- Independent Study Week (no teaching):
week 43 (24. - 30.10.2016)
- Holiday: weeks 51 - 52 (22.12.2016 - 1.1.2017)

SPRING SEMESTER 2.1. - 16.6.2017

18 weeks teaching. In addition:

- Independent Study Weeks: weeks 1 - 2 (2. - 11.1.2017)
week 10 (6. - 12.3.2017)
weeks 22 - 24 (29.5. - 16.6.2017)

New Students will start
on Tuesday, 30 August

Current Students
on Thursday, 1 September

Graduation Ceremonies

On Wednesday
21.12.2016
and
On Saturday 27.5.2017

Students have 33 weeks and 2 days of teaching, and 6 weeks and 3 days of independent study.
In total 40 weeks = 1600 hours of student work.