



# Academic Year Guide

2010-2011

KAJAANI UNIVERSITY OF APPLIED SCIENCES

*Käytös*



# Academic Year Guide

2010-2011

KAJAANI UNIVERSITY OF APPLIED SCIENCES

**Publisher**

Kajaani University of Applied Sciences  
PO BOX 52, 87101 Kajaani, FINLAND  
Tel. (08) 618 991  
Fax (08) 6189 9620  
E-mail: [kajaanin.amk@kajak.fi](mailto:kajaanin.amk@kajak.fi)  
[www.kajak.fi](http://www.kajak.fi)

**Editing**

Kajaani University of Applied Sciences  
International Office

**Print**

The City of Kajaani

**ISSN**

1456-2715

<b>SCHOOLS AND DEGREE PROGRAMMES.....</b>	<b>2</b>
<b>CONTACT INFORMATION.....</b>	<b>3</b>
<b>STUDENT SERVICES.....</b>	<b>5</b>
STUDY OFFICE .....	5
SCHOOL WELFARE OFFICER SERVICE .....	5
COMPUTERS AND INFORMATION MANAGEMENT.....	6
LIBRARY AND INFORMATION SERVICES.....	8
INTERNATIONAL RELATIONS.....	9
RECRUITMENT SERVICES .....	10
MARKETING AND COMMUNICATION .....	10
JANITOR SERVICES .....	11
<b>STUDENT BENEFITS.....</b>	<b>12</b>
STUDENT FINANCIAL AID .....	12
STUDENT HEALTH CARE .....	16
OTHER HEALTH-CARE SERVICES .....	16
KAJAANI PARISH SERVICES FOR STUDENTS .....	19
INSURANCE FOR STUDENTS.....	20
LIVING IN KAJAANI.....	21
STUDENT RESTAURANTS AND CAFÉS .....	21
TRAVELLING .....	22
<b>STUDENT ACTIVITIES .....</b>	<b>22</b>
THE STUDENT UNION OF KAJAANI UNIVERSITY OF APPLIED SCIENCES (KAMO) .....	22
KAJAANI SPORTS INSTRUCTOR STUDENTS RY ‘LOIKKA’ .....	24
TUTORING STUDENTS.....	24
HOBBIES.....	24
<b>STUDYING AT KAJAANI UNIVERSITY OF APPLIED SCIENCES.....</b>	<b>25</b>
RIGHT TO STUDY AND ENROLMENT .....	25
PARTICIPATION IN TUITION.....	28
LEARNING DISABILITIES.....	29
ACCREDITATION .....	29
LANGUAGE STUDIES.....	31
SUMMER STUDIES .....	32
ASSESSMENT .....	32
THE FEEDBACK SYSTEM AND HAVING YOUR SAY.....	33
EXAMS AND RETAKES .....	34
<b>PLANNING OF STUDIES .....</b>	<b>36</b>
STUDY GUIDANCE AND TUTORING .....	36
HOPS – INDIVIDUAL STUDY PLAN .....	37
ELECTRONIC PERSONAL CAREER AND STUDY PLAN eHOPS.....	38
OPTIONAL PROFESSIONAL STUDIES AND FREE-CHOICE STUDIES .....	38
ONLINE STUDIES .....	39
<b>GRADUATION.....</b>	<b>40</b>
GRADUATION DATES.....	41
PRACTICAL MATTERS CONCERNING GRADUATION .....	41
<b>GENERAL INSTRUCTIONS .....</b>	<b>42</b>
GOOD MANNERS AND APPROPRIATE BEHAVIOUR.....	42
SAFETY INSTRUCTIONS.....	43
USE OF EXERCISE FACILITIES .....	43
PARKING.....	43
LOCKERS.....	43
SMOKING.....	43
<b>ACADEMIC YEAR 2010–2011 .....</b>	<b>44</b>
WORKING DAYS, PERIODS AND PROGRAMMES .....	44
TIMETABLES .....	44
<b>ATTACHMENTS.....</b>	<b>44</b>



## Schools and Degree Programmes

### SCHOOL OF HEALTH AND SPORTS

DEGREE PROGRAMME IN NURSING

Nursing 210 cr

» Bachelor of Health Care, Registered Nurse

Public Health Nursing 240 cr

» Bachelor of Health Care, Registered Public Health Nurse

DEGREE PROGRAMME IN SPORTS AND LEISURE MANAGEMENT 210 cr

» Bachelor of Sports Studies (in English)

DEGREE PROGRAMME IN SPORTS AND LEISURE MANAGEMENT 210 cr

» Bachelor of Sports Studies

DEGREE PROGRAMME IN HEALTH CARE MANAGEMENT AND

DEVELOPMENT 90 cr, Master of Health Care

DEGREE PROGRAMME IN CLINICAL NURSING EXPERTISE 90 cr, Master of Health Care

### SCHOOL OF TOURISM

DEGREE PROGRAMME IN TOURISM 210 cr

» Bachelor of Hospitality Management (in English)

DEGREE PROGRAMME IN TOURISM 210 cr

» Bachelor of Hospitality Management

DEGREE PROGRAMME IN HOSPITALITY

MANAGEMENT 210 cr

» Bachelor of Hospitality Management

DEGREE PROGRAMME IN TOURISM 90 cr, Master of Hospitality Management

### SCHOOL OF ENGINEERING

DEGREE PROGRAMME IN MECHANICAL AND PRODUCTION ENGINEERING 240 cr

» Bachelor of Engineering

DEGREE PROGRAMME IN CONSTRUCTION ENGINEERING 240 cr

» Bachelor of Engineering

DEGREE PROGRAMME IN INFORMATION TECHNOLOGY 240 cr

» Bachelor of Engineering

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

### SCHOOL OF BUSINESS

DEGREE PROGRAMME IN INTERNATIONAL BUSINESS 210 cr

» Bachelor of Business Administration, BBA (in English)

DEGREE PROGRAMME IN BUSINESS ADMINISTRATION 210 cr

» Bachelor of Business Administration

NATURAL SCIENCES

DEGREE PROGRAMME IN BUSINESS INFORMATION

TECHNOLOGY 210 cr

» Bachelor of Business Administration

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

### SOSIAALI-, TERVEYS JA LIIKUNTA-ALA

HOITOTYÖN KOULUTUSOHJELMA

Hoitotyön suuntautumisvaihtoehto 210 op

» Sosiaali- ja terveystieteiden ammattikorkeakoulututkinto, sairaanhoitaja (AMK)

Terveydenhoitotyön suuntautumisvaihtoehto 240 op

» Sosiaali- ja terveystieteiden ammattikorkeakoulututkinto, terveydenhoitaja (AMK)

DEGREE PROGRAMME IN SPORTS AND LEISURE MANAGEMENT 210 cr

» Bachelor of Sports Studies

LIKUNNAN JA VAPAA-AJAN KOULUTUSOHJELMA 210 op

» Liikunnan ammattikorkeakoulututkinto, liikunnanohjaaja (AMK)

SOSIAALI- JA TERVEYSTIETEIDEN KEHITTÄMISEN JA JOHTAMISEN

KOULUTUSOHJELMA 90 op

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

### MATKAILU-, RAVITSEMIS- JA TALOUSALA

MATKAILUN KOULUTUSOHJELMA 210 op

» Matkailu- ja ravitsemistieteiden ammattikorkeakoulututkinto, restonomi (AMK)

PALVELUJEN TUOTTAMISEN JA JOHTAMISEN

KOULUTUSOHJELMA 210 op

» Matkailu- ja ravitsemistieteiden ammattikorkeakoulututkinto, restonomi (AMK)

DEGREE PROGRAMME IN TOURISM 210 cr

» Bachelor of Hospitality Management

MATKAILUALAN KOULUTUSOHJELMA 90 op

» Restonomi (ylempi AMK)

### TEKNIKAN JA LIIKENTEEN ALA

KONE- JA TUOTANTOTEKNIKAN KOULUTUSOHJELMA 240 op

» Tekniikan ammattikorkeakoulututkinto, insinööri (AMK)

RAKENNUSTEKNIKAN KOULUTUSOHJELMA 240 op

» Tekniikan ammattikorkeakoulututkinto, insinööri (AMK)

TIETOTEKNIKAN KOULUTUSOHJELMA 240 op

» Tekniikan ammattikorkeakoulututkinto, insinööri (AMK)

TEKNOLOGIAOSAAMISEN JOHTAMISEN

KOULUTUSOHJELMA 60 op, Insinööri (ylempi AMK)

### YHTEISKUNTATieteiden, Liiketalouden ja Hallinnon ala

LIIKETALOUDEN KOULUTUSOHJELMA 210 op

» Liiketalouden ammattikorkeakoulututkinto, tradenomi

DEGREE PROGRAMME IN INTERNATIONAL BUSINESS 210 cr

» Bachelor of Business Administration, BBA

YRITTÄJYYDEN JA LIIKETOIMINTAOSAAMISEN

KOULUTUSOHJELMA

» Tradenomi (ylempi AMK)

### LUONNONTIETEiden ala

TIETOJENKÄSITTELYN KOULUTUSOHJELMA 210 op

» Liiketalouden ammattikorkeakoulututkinto, tradenomi

**T**his is guide 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. Staff telephone numbers are listed in 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@kajak.fi  
*Internet* www.kajak.fi

### School of Business, TAITO 1 Building (Kuntokatu 5)

<u>Head of School</u> Ms Heli Itkonen	<u>Study Counsellor</u> Ms Raija Jormakka
--	--

<u>Heads of Degree Programmes</u>		
<i>International Business</i> Mr Sami Malm	<i>Business Administration</i> Ms Päivi Malinen	<i>Business Information Technology</i> Ms Tarja Karjalainen

<u>Practical Training Coordinators</u> <i>International Business</i> Mr Sami Malm	<i>Business Information Technology</i> Ms Sirpa Haataja	<i>Production Engineering</i> Mr Jarmo Happonen	<i>Business Administration</i> Ms Hannele Siipola
<u>Thesis coordinators</u> <i>International Business</i> Mr Anas Al Natsheh	<i>Business Information Technology</i> Ms Tarja Karjalainen	<i>Production Engineering</i> Ms Mervi Väisänen	<i>Business Administration</i> Ms Mervi Väisänen <i>Business Administration, statistics</i> Mr Simo Määttä
<u>International Coordinator</u> Ms Erja Karppinen			

### Tutoring Teachers for the BBA students

KB110I Ms Ruey Komulainen  
KB19I, KB18I Mr Sami Malm  
KB17I Ms Erja Karppinen

### School of Tourism, TAITO 2 Building (Ketunpolku 4)

<u>Head of School</u> Ms Heli Itkonen (Taito 1 Building)	<u>Study Counsellor</u> Ms Teija Vainikka
---	--

<u>Heads of Degree Programmes</u>	
<i>Degree Programme in Tourism (in English)</i> Mr Mikko Keränen	<i>Degree Programme in Tourism (Finnish)</i> <i>Degree Programme in Hospitality Management</i> Ms Mervi Väisänen

<u>Practical Training Coordinator</u> Mr Mika Pietarinen Tourism: Mr Peter Stricker	<u>International Coordinator</u> Ms Anneli Karppinen	<u>Thesis Coordinator</u> Mr Pekka Oikarinen Tourism: Mr Mikko Keränen
---	---	--

#### Tutoring teachers

MMT10T	Mikko Keränen
MMT9T, MMT8T	Peter Stricker
MMT7T	Mikko Keränen

### School of Health and Sports (TAITO 2)

<u>Head of School</u> Ms Eija Heikkinen (Taito 2 Building)	<u>Study Counsellor</u> Ms Ilmi Rautiainen
---	---

<u>Heads of Degree Programmes</u>	
<i>Degree Programme in Sports and Leisure Management (in English)</i> Mr. Kari Partanen	<i>Degree Programme in Nursing (in Finnish)</i> Ms. Anna-Leena Eklund <i>Degree Programme in Sports and Leisure Management (in Finnish)</i> Ms. Katri Takala

<u>Practical Training Coordinator</u> Mr Kari Partanen (Sports)	<u>International Coordinator</u> Ms Jaana Härkönen Ms Katri Takala (Sports)	<u>Thesis Coordinator</u> Ms. Katri Takala (Sports)
--	---	--

#### Tutoring teachers

SPO10S	Katri Takala
SPO9S	Kari Partanen

### School of Engineering (TAITO 1)

<u>Head of School</u> Mr Jari Kähkönen (Taito 1 building)
--

## STUDENT SERVICES

Study Office address: Tieto 3 building, Ketunpolku 3 (1<sup>st</sup> floor), 87100 Kajaani.

### Study Office

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

Ms Kirsi Sievers, International Degree Programmes	Tel. (08) 6189 9616
Ms Anna-Maija Rahikkala, School of Health and Sports	Tel. (08) 6189 9612
Ms Merja Suutari, School of Business	Tel. (08) 6189 9454
Ms Eila Happonen, School of Tourism	Tel. (08) 6189 9610
Ms Marita Karjalainen, School of Engineering	Tel. (08) 6189 9611

Ms Ainomärja Sissala, Head of Study Affairs	Tel. (08) 6189 9618
Ms Päivi Vaattovaara, Study Affairs Officer	Tel. (08) 6189 9648
Mr Pasi Puskala, School Welfare Officer	Tel. 044 7101 250

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

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

### School Welfare Officer Service

*Visiting address:* Mr Pasi Puskala, tel. 044 7101250  
Tieto 3, Ketunpolku 3, 87100 Kajaani

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

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

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

The welfare worker provides students with support, help and advice in the following matters, amongst others:

- how to manage and cope with studying; burn out
- life control difficulties
- applying for study related or social benefits and grants
- problems arising from intoxicant abuse
- loneliness
- if you feel you have experienced inappropriate behaviour

- family and intimate relationship problems
- losing someone close/dear to you

## Computers and Information Management

### Use of information systems and data security

Each present student will be issued with a personal user id (network username) enabling logging on to information systems and computers within the campus area. Network username is formed by default in the following way:

**Student group id + User's first name + the 1<sup>st</sup> letter of surname**

**eg. KBI9X + Matthew + A = KBI9XMatthewA**

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

The network username provides disk space from the server for your personal use and enables you to read your e-mail, use UAS computer software and the Internet connection. Your issued network username and password are confidential. Do not under ANY circumstances reveal your username and password to others! The personal username and password will be in use throughout your studies, also during the summer. They will be deleted two weeks after graduation or interruption of studies, and also if the student registers as absent.

You are personally responsible for all actions and any damage occurring under your network username. User rights can be restricted if there are grounds for suspecting that the holder of the network username has defaulted in his/her responsibilities.

The use of computers is free of charge for any degree-related work. A fee may be required for extra use. This includes, for example, downloads of music, movies and other material, which is regulated by the copyright act. Connecting your personal computer to the UAS network and other intentional stressing of the network is strictly prohibited.

Each computer in the Kajaani UAS network is provided with anti-virus software preventing the spread of computer viruses. The email system also has anti-virus software to prevent viruses from spreading via email.

### Username for different information systems

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

	PC's in campus	E-mail	Extra net	ASIO	Moodle	e-HOPS	Thesis database	Remote connection service	Library database	Job-step
<b>Network username</b>	X	X	X		X		X	X	X	
<b>Asio student id</b>				X		X				X



## Email

All students are provided with a personal email address. Email is the foremost means of communication at Kajaani UAS. It is commonly used for communication between teachers and students and thus it is important that you read your email daily. Please ensure that the content of your mailbox remains below the maximum size of 50 MB.

In addition to personal email, please check the electronic notice board and extranet regularly.

Email can be read via internet [www.kajak.fi](http://www.kajak.fi) > Quick links > Students email or via <https://owa.kajak.fi/exchange/>.

Email can be accessed on mobile devices using Imap SSL protocol. The server for incoming mail is [owa.kajak.fi](http://owa.kajak.fi) and for outgoing email it is necessary to use a server allowing you to send email e.g. email services provided by the operator. SSL protection must be activated/on in the settings for incoming mail.

## ASIO Student Administration

Kajaani UAS uses the ASIO student registration system. ASIO is a data processing system into which the students' personal details and academic records are entered and stored. Students can access ASIO to update their contact information, check their academic records and print records. Each student will be given a separate user ID and password for ASIO at the beginning of their studies. Students starting the studies in 2009 shall register for all courses in ASIO. Students can also access their electronic career and personal study plan via ASIO. Access Asio at [www.kajak.fi](http://www.kajak.fi) > Extranet.

## Computer Classrooms

There are 15 computer classrooms available for students' use during the academic year. Each of these classrooms has 21–25 computers. The available software has been categorised to meet the needs of each school. Certain basic software products are installed on each computer, e.g. Microsoft Office 2007, Adobe Acrobat Reader, F-Secure antivirus.

The computer classrooms are **open from Monday to Thursday from 7:00–21:00 and on Fridays from 7:00–18:00**. During the holidays and summer time, the computer classroom located in the Library is open. If there are any changes to the opening hours of the computer rooms, separate information will be provided. The installation of external software on to the UAS computers is prohibited. Only the UAS's own information management staff are authorised to install software on to the UAS's own computers.

## Printing

Almost all of the computer classrooms have their own network printers. If there is not a printer in the classroom, printing should be done using the network printer located outside the classroom. Each student is required to use the printers in accordance with the instructions available in the classrooms. The printers for each computer must be selected separately before use.

Students may print 500 study-related pages free of charge during each academic year. Printing is monitored by printer administration software. In case you need more printing credit, you can apply for free credits from the Head of School or buy more credits from the Financial Affairs Office (Tieto 3, 2<sup>nd</sup> floor). The prices are € 0.08 / black and white prints (one-sided A4) and € 0.16 / colour prints (one-sided A4).

## Remote Connection Service

Certain UAS services can be used even when outside the campus area using the so-called remote connection. Using the distance connection it is possible to access students' home directories and other possible internal data services with restricted access. The service is based on 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.kajak.fi](http://www.kajak.fi) > (Quick links) Distance connection service, a separate set of instructions of use can be downloaded from the same address.

### Info Screens

Information screens are located in different buildings around the campus. The screens provide information on current events and affairs. The information presented on the screens is also displayed as a screen saver on computer screens in the computer and theory classrooms. In case of an emergency the information screens also give an alarm and provide instructions on what to do in an emergency.

### Moodle Learning Environment

Online studies in different fields are offered by Kajaani University of Applied Sciences and by the national virtual UAS. Whole courses or parts of courses can be accomplished online in the form of distance learning via Moodle. Moodle operates in the Internet and you are not required to be within the campus area to use it. In Moodle it is possible to examine teaching contents, complete exercises and assignments, group work, independent tests and submit exams for marking and assessment. You can also chat/converse with other online students or the teacher.

The supervising teacher accepts students onto the course and instructs them in how to use the system. You can log in to Moodle using the same user ID used for logging onto campus computers and your email. Virtual UAS and Open studies students are given separate user ID by the supervising teacher.

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

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

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

Kainuu regional university: <http://www.kainuunmaakuntakorkeakoulu.fi/>

### Distance Learning Methods

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

### IT Help Desk

If you have problems with computer and data processing systems, contact the Help Desk staff. Their telephone number is (08) 6189 9400, email: [helpdesk@kajak.fi](mailto:helpdesk@kajak.fi) and the service is available during the academic year from Monday to Friday, 8:00 a.m.–3:45 p.m. This service is not available during holidays.

### Library and Information Services

Visiting address: Tieto 1, Ketunpolku 1

Opening hours: Mon-Thu 9:00 – 18:00, Fri 9:00 – 17:00, Sat 10:00 – 14:00

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

### Contact information

#### Kajaani University of Applied Sciences Library

<i>Street address</i>	Ketunpolku 1, 87100 Kajaani
<i>Postal Address</i>	P.O. Box 240, 87101 Kajaani
<i>Tel. loans</i>	(08) 6189 9505
<i>Tel. long distance loans</i>	(08) 6189 9502
<i>Fax.</i>	(08) 6189 9510
<i>Email</i>	<a href="mailto:amkkirjasto@kajak.fi">amkkirjasto@kajak.fi</a> <a href="mailto:kauko.palvelu@kajak.fi">kauko.palvelu@kajak.fi</a> <a href="mailto:asiasanaa@kajak.fi">asiasanaa@kajak.fi</a>



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

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

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

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

Loan periods are 7 days (magazines), 14 days (course books) and 28 days (books). The fines on overdue loans and user instructions can be found on the Library webpage ([www.kajak.fi](http://www.kajak.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 Urkund plagiarism prevention service is in use at Kajaani University of Applied Sciences. The system helps to recognize a document or part of a document that has been plagiarized.

### International Relations

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

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

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

You can find more detailed information on the possibilities offered from our web pages and read about students' experiences from the Extranet. 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 (Studying > Internationality).

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

Besides student exchanges, we also organize study excursions abroad in which you can participate. More detailed information on the opportunities available will be provided during annually arranged information meetings.

Each school has appointed an international co-ordinator whose main task is teaching, but who is also responsible for developing international affairs within their own school.

**International co-ordinators:**

<i>School of Business</i>	Ms Erja Karppinen
<i>School of Tourism</i>	Ms Anneli Karppinen
<i>School of Engineering</i>	Mr Tuomo Rantala, Mr Jari Kurtelius, Mr Jarmo Happonen
<i>School of Health and Sports</i>	Ms Jaana Härkönen (Health) Ms Katri Takala (Sports)

**The International Office:**

<i>Student Exchange</i>	Ms Meira Kaikkonen, tel. (08) 6189 9617
<i>Degree Students</i>	Ms Kirsi Sievers, tel. (08) 6189 9616

**Recruitment Services**

<i>Visiting address:</i>	Tieto 3, Ketunpolku 3, 87100 Kajaani Ms Päivi Vaattovaara, tel. (08) 6189 9648
--------------------------	---

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 next fair will be arranged in 2010. Recruitment Services also follow-up graduates and their working life situations.

Jobstep.net is an employment and information service for the use of UAS students and employers set up by the Finnish Universities of Applied Sciences. All jobs and practical training places sent to the UAS are added to Jobstep.net. It includes an information service where you can find information e.g. on looking for jobs and career planning. The information service does not require registration. This employment service is only meant for UAS students and recent graduates and employers and requires registration. All our students are entitled to use the employment service from the beginning of their studies until one year after graduation. You can search for jobs advertised in Jobstep.net and leave your CV there for employers to read.

**Marketing and Communication**

Visiting address: Tieto 3, Ketunpolku 3

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

The Marketing Department coordinates outsourced marketing of the University of Applied Sciences. Its duties include the production of materials and publications, announcements/adverts for newspapers and electronic media, external announcements and PR and press relations and organizing fairs and events. The marketing department is also responsible for maintaining the overall, uniform graphic design for the University of Applied Sciences. All external communication meant for the media must pass through and be handled by the Marketing Department.

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

Kajaani University of Applied Sciences' communication happens via five main channels:

Channel	Communication
Email	Activating, personal and urgent communications
Electronic notice board	Small ads: for sale /will buy /for hire/rent
Internet and extranet	Corporate and group oriented news communications, media announcements
WebCT and Moodle	Online studies
Info screens	Current events and news (May also be displayed in teh Internet)

**Email** is for sending personal messages that require an immediate response or reply. Members of staff are permitted to send group mail to a large amount of students or staff using ready-made distribution lists. The IT Unit 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 [puhelinvaihde@kajak.fi](mailto:puhelinvaihde@kajak.fi) or [viestinta@kajak.fi](mailto:viestinta@kajak.fi) . Teachers can also forward information to separate groups by email.

The electronic notice board is an informal channel for exchanging information and it is located in the “Public Folders” and “All General Folders”. Students can add an announcement to the electronic notice board themselves. Select the Folders button under the Microsoft Outlook Web Access text on the left hand side and you will find the Public Folders file. By clicking on the plus sign you will see the sub-folders. Add, for example, ‘will buy/for sale/for hire/rent/wants to rent/hire announcement in this folder. The electronic notice board also displays announcements concerning practical training and job announcements from the Centre for International Mobility (CIMO).

The **Internet** and **extranet** are used for disseminating information and news to the public and large amounts of people simultaneously. The staff and students are obliged to follow the Internet and extranet regularly. Students are also permitted to compile announcements about e.g. project studies or theses related issues. In this case, the ready announcements should be sent to the Head of Marketing. You may request help and announcement templates from the Marketing Department, if required. The UAS magazine, Viisari, also welcomes interesting topics in the form of articles or hints of what would make a good story.

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

#### Further Information:

Marketing Manager Tel. (08) 6189 9641 Email. <a href="mailto:petri.miinalainen@kajak.fi">petri.miinalainen@kajak.fi</a>	Management Assistant Ms Teija Sievänen Tel. (08) 6189 9602, 044 7101 602 Email: <a href="mailto:kajaanin.amk@kajak.fi">kajaanin.amk@kajak.fi</a>
Webmaster Mr Jouni Väisänen Tel. (08) 6189 6255, 044 7101 255	Info screens <a href="mailto:puhelinvaihde@kajak.fi">puhelinvaihde@kajak.fi</a>

#### Janitor Services

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



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

### Information Desk

The Information Desk deals with room and car reservations and the (TV) info screens and allocates and deals with surrendered lockers for those studying in Taito 1. Outside the Taito 1 Info desk there is an internal telephone that students can use for free. In Taito 2 the student union KAMO deals with allocating lockers and with locker keys received from students leaving to do their practical training at Kainuu Central Hospital.

Room and car reservations and info screens: [puhelinvaihde@kajak.fi](mailto:puhelinvaihde@kajak.fi)

## STUDENT BENEFITS

### Student Financial Aid

Student financial aid is granted to full-time students making satisfactory academic progress (a minimum of 4.8 credits / month). This aid is decided upon and granted by Kansaneläkelaitos = KELA (the Social Insurance Institution of Finland). Non-citizens of Finland are eligible for student financial aid for studies in Finland if they live in Finland on a permanent basis for purposes other than studying. This requires that they are registered as permanent residents in the Finnish population register. If you come to Finland solely for the purpose of studying, you are not eligible for Finnish student financial aid.

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

Decisions concerning Kajaani UAS students' financial aid are made at the local KELA Office in Kajaani. The KELA Office in Kajaani is located at Pohjolankatu 28 and the opening hours are as follows: Mondays - Fridays 9:00 a.m.–4:00 p.m. Other KELA office addresses and opening hours can be found in the internet: [www.kela.fi](http://www.kela.fi). A student information service number, 020 692 209 is in operation Mon – Fri, 8.00 – 18.00.

Please note that you can also submit all student financial aid applications to the Study Office at Kajaani UAS. Applications for student financial aid for the summer and for extended study time must always be submitted to the Study Office.

### Study Grant

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

Study grant (taxable income)

Housing allowance (= 80 % of housing costs, housing costs over 252 € will not be taken into account)

Government guarantee for student loan

### Maximum Amounts of Student Financial aid

Student's circumstances	Study Grant	Housing Benefit 1)	Student Loan 3)
Married or with maintenance liabilities	EUR 298 / month	EUR 201.60 / month	EUR 300 / month
Single, aged 18 or over	EUR 298 / month	EUR 201.60 / month	EUR 300 / month
Living with parent/s, aged 18–19	EUR 55 / month 2)	EUR 0.00	EUR 300 / month
Living with parent/s, aged 20 or over	EUR 122 / month 2)	EUR 0.00	EUR 300 / month

General housing benefit will not be granted for the summer if students are entitled to students' housing benefit during the academic year. However, student housing benefit can be granted if the student studies full-time over the summer.

The amount may be increased if the student's parents' taxable annual income is less than a certain amount (for more information see [www.kela.fi](http://www.kela.fi))

Students beginning their studies during the academic year 2005 - 2006 or thereafter are entitled to a student loan deduction in their taxation if they complete their degree studies within the set period of time and if they have taken out more than € 2,500 in student loans for these studies.

It is also possible to receive student financial aid for studies and/or practical training abroad. Please see the guide "Matkaopas maailmalle" or "Foreign Exchange Guide for International Students" ([www.kajak.fi](http://www.kajak.fi) > Studying > Internationality) .

#### Period covered by Student Financial Aid

Grant Period	Extent of Studies	Maximum period covered by grants (months)	Period covered by first grant (years)
	240 cr	46	4
	210 cr	42	3.5

Student financial aid is paid mainly over a period of 9 months (September–May) during the academic year. It is also possible to receive student financial aid during the summer months (June, July, August) if you are completing studies included in your degree programme. Summer studies must also be full-time, i.e. you must complete at least 4.8 credits per month.

If a student interrupts his/her studies and begins higher education studies in some other degree programme (at a university of applied sciences or a university), the used financial aid months will be deducted from the maximum financial aid period approved for the new degree. On the other hand, if a student completes his/her degree studies and begins studying for another higher education degree, the used financial aid months will be deducted from the total financial aid period of 70 months.

#### Applying for Student Financial Aid

- For the whole period of studies: Students enrolled for studies at the UAS will receive an application and associated instructions before starting their studies (those entitled to student financial aid).
- the study grant application can also be submitted electronically at [www.kela.fi](http://www.kela.fi), and you should attach the notice stating that you have been accepted to the university of applied sciences; this should be sent/submitted to Kela.
- For the summer period: Fill in the "Olosuhdemuutosilmoitus" (Notification of Change in Circumstances) and the UAS attachment ("Kesäajan liitelomake" = Summer Appendix Form). If you are applying for aid to cover your practical training period, attach a copy of the practical training contract.
  - Students eligible for financial aid will receive a student grant if the following conditions have been met: studies are higher education studies, they are accredited to the degree in question and they number at least 4.8 credits/month of student financial aid; the duration of practical training must be at least 18 calendar days/month.
  - Completed study plan using the UAS form (study modules to be completed, number of credits, teacher's approval)
  - Student financial aid can be obtained for 2 months for the purpose of completing the thesis. Aid for the entire summer (3 months) can be obtained only if supervision has been agreed upon separately with one's supervisor
  - Exams related to summer studies have to be completed during the first retake of the autumn and written assignments must be returned by the end of the month for which financial aid has been applied or by the end of August

- Submit your financial aid application for the summer to the Student Grant Committee (via the Study Office) for processing and forwarding to the Kajaani office of KELA
- For extension of study time: (beyond 3,5 years)
  - The application needs to be accompanied by a study plan approved by the Head of the School / Head of the Degree Programme
  - The preconditions for granting of financial aid are as follows: justifiable reasons for slowness in study progress, studies being full-time (4,8 credits/month of aid); furthermore, the student must have unused aid months remaining
  - Submit your financial aid application for the extension of study time to the Student Grant Committee (via the Study Office) for processing and forwarding to the Kajaani office of KELA

### **Financial Aid/Student Grant Committee 2010 - 2012**

The members of the Financial Aid Committee are as follows:

- Student Counsellors: Ainomarla Sissala (Chairperson), Jari Kurtelius, Teija Vainikka
- Student members nominated by KAMO ry: Jani Haaranen MMM9M, Sanna Kilpeläinen STH8S and Mikko Juvonen TTI8S. Committee Secretary: Eila Hoppo

The Committee's duties include the following:

- attend to the monitoring of progress of studies annually
- submit statements of opinion to KELA relating to student financial aid decisions for the summer and for the extension of study time

### **Progress of Studies**

The basic precondition for being granted student financial aid is full-time study. This means an average of 5.5 credits per month in studies leading to a degree (student graduates within the normative study period). However, student financial aid can be granted or its payments can be extended if the student accumulates an average of 4.8 credits/aid month (Opintotukilaki– Student Financial Aid Act 65/1994 and Decree 260/1994 with amendments). The progress of studies is, however, monitored for all students, not only for those receiving financial aid.

The progress of studies is monitored by semester. The required information is gathered from the ASIO register in October and February. Then, the progress of studies is viewed in two stages:

- The primary emphasis is on determining the progress of studies during the previous academic year (4,8 cr/month of aid until 31.7); if the number of cr is sufficient, financial aid is paid in the normal manner
- if progress during the previous academic year has not been sufficient, the student's academic record over the entire period of study is assessed in relation to aid months used up; if the number of credits is sufficient (4,8 cr/month of aid), then aid will continue to be paid in the normal manner

N.B.! Even if a student's progress in terms of his/her entire period as a student has been sufficient, he/she will be required to provide a report on his/her situation if studies have not progressed at all or conspicuously little (1.5 cr/month of aid) during the previous academic year.

Students whose studies have not progressed sufficiently will be required to submit a situation report to the Student Grant Committee within a set period of time stating the reasons leading to his/her inadequate progress from the point of view of student financial aid. This report will determine the following issues:

- Continuation of student financial aid/grant payments (a certain deadline may be set for the student within which he/she has to complete the number of cr set by the committee )
- The student financial aid/grant will be suspended if the student does not respond to the report request or if he/she fails to present acceptable reasons for his/her slow progress
- If the student has completed no studies at all or a conspicuously small amount of credits, the committee is entitled to propose that the grant paid to the student should be paid back; in such cases, the student will be provided with an opportunity to present his/her case.

Students must achieve at least 19 cr during the autumn semester or 24 cr during the spring semester by the end of the semester in question, once student grant payments have ceased. Should the student take more time than allowed to achieve the required credit amount, the right to receive a student grant will be granted conditionally. The required amount of credits must not include accredited studies.

The right to study is granted after the return of grant conditions have been fulfilled at the beginning of the month when the required amount of credits has been achieved (requires that an application has been submitted). Additionally students are required to make a personal study plan for at least a year ahead or for the remaining study time.

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

All grants and taxable income earned during the entire calendar year are taken into account when granting student financial aid. Reported income is not checked when aid is paid, so you must make sure that your income does not exceed the annual exemption amount. For each month of the period during which you receive a study grant or housing benefit the exemption amount is EUR 660, and for each aid-free month EUR 1,970. Assuming that you receive student financial aid for nine months, you are currently allowed to have other income of up to EUR 11,850 per year. ( $= 9 \times 660 \text{ €} + 3 \times 1\,970$ ). This amount may be subject to increases. The financial aid month is the month during which a student receives a grant or housing benefit or both. The month during which a student only receives a state guarantee for a student loan is not considered a financial aid month.

If you want to avoid having to reimburse aid that has already been received, do as follows:

- Cancel the study grant and housing allowance in advance for the months of your choice
- Only apply for aid for part of the academic year
- Return aid already paid out for the months selected by the end of March the following year.

It is recommended that you return such excess aid voluntarily as you will then avoid paying interest on arrears (i.e. 15 %) and you will be able to benefit again from the aid months. By returning excess aid, you will be able to raise the limit of other forms of income.

### **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. For example:

- If there's a change in your housing arrangements or in your accommodation expenses or in the number of your fellow residents;
- If your studies are interrupted or your studies are no longer full-time;
- If your family relations change; or
- If, for example, you begin to receive a salary connected to your practical training placement or some other benefit, which could prevent you from receiving student financial aid.

By informing Student Financial Aid staff of changes affecting the aid payment in advance, the amount can be correctly adjusted so as to avoid excess payment.

### **Kela's online services**

Kela's online services are available at [www.kela.fi/FormsandServices](http://www.kela.fi/FormsandServices). You can access the service using online banking user ID of all the banks that operate in Finland. Using the eService you can:

- apply for study grants (when you begin your studies or if you have not received a grant)
- check the period of time for which you have awarded a grant and how much you will receive
- see how many financially aided months you have used and how many you have left and check your annual income limit
- return, cancel or terminate financial aid/grants
- give notice of change in circumstances

Please note that this service is currently only available in Finnish and Swedish. More information on student financial aid:

Study Office and the Secretary of the Grant Committee, Ms Eila Happonen  
KELA, [www.kela.fi](http://www.kela.fi)  
Brochure on student financial aid by KELA  
Information meetings, extranet.

## Student Health Care

*Visiting address:* Opintotie 3 D, Kajaani

Kajaani University of Applied Sciences has its own student health centre called VITAL. VITAL's nursing staff are available from **Monday to Friday 8:00 a.m. - 9:30 a.m.** at Opintotie 3 D (VITAL is located in the student residential block of the vocational college). Students may also **consult nursing staff over the phone from Monday to Friday, 11:30 a.m. -12:15 p.m.** This health-care service is available and free-of-charge to all our students.

VITAL services:

- To see a public health nurse without an appointment, Mon–Fri, 8:00–9:30 a.m. or some other time by appointment
- Telephone advice daily 11:30 a.m.–12:15 p.m.; advice, laboratory results appointments with the public health nurse
- First-aid and treatment instructions in cases of acute illness
- Medical certificates for absence due to illness
- First-aid in cases of accidents where the accident does not require immediate medical care
- Preventive care in cases of contagious diseases and monitoring and further guidance related to confirmed diseases
- Control samples in connection with sexually transmitted diseases
- Gynaecological samples
- Various services, including blood pressure measurements, removal of stitches, medication injections, ear syringing, treatment of cuts, measuring of blood sugar, haemoglobin measurements, CRP measurements

VITAL also offers health advice:

- Medical check-ups
- Family planning: Contraceptive advice, starting to use/monitoring contraceptive pills, coil control examinations, post-coital contraception
- Advice on vaccinations/vaccination, nutritional advice
- Opportunities to come and discuss health issues
- Advice in accordance with the health demands of the field of study

Contact details:

<i>Public Health Nurse, School of Business</i> Ms Minna Heikkinen Tel. (08) 6165 6312 <a href="mailto:minna.heikkinen@kainuu.fi">minna.heikkinen@kainuu.fi</a>	<i>Public Health Nurse, School of Tourism and School of Health and Sports</i> Ms Helena Röntty Tel. (08) 6165 6311 Email: <a href="mailto:helena.rontty@kainuu.fi">helena.rontty@kainuu.fi</a>
---	---

## Other Health-Care Services

Primary health care is obtained from district health centers employing general practitioners and nurses that provide most day-to-day medical services. The general practitioners are also gatekeepers to the more specialized services in the secondary and tertiary care sectors. Secondary care is provided by the



municipalities through district hospitals where more specialist care is available. Private sector services complement the public services.

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

### **24-hour Health Advice Telephone Service**

If you are not sure whether a doctor is needed or you wish to ask for advice, you can call **the 24-hour duty nurse and health advice telephone service on 08 6156 6000** (no additional payments). The duty nurse's telephone and health advice service operates around the clock in the emergency out patients' department. The aim of the duty nurse's telephone and health advice service is to ensure that clients can contact a healthcare professional who will initially assess their need for care as quickly as possible and can direct them to the right place at the right time to receive the care they may require.

### **Finnish Students**

Information about the address and telephone number of the doctor's reception can be obtained by calling the Perusturva (Social Security) switchboard, tel. (08) 615 671/in emergency cases only.

The laboratories are located in the Kainuun keskussairaala hospital (Kainuu Central Hospital), address: Sotkamontie 13, and in the health- centre, address: Satamakatu 2. The x-ray and physiotherapy/aid equipment lending depot is located at Satamakatu 2, tel. (08) 615 671. Public health-care nurses provide services at various health centres; for appointments tel. (08) 6156 671. Special services: for appointments tel. (08) 615 671.

### **On-duty Supervision**

- During normal opening hours, Mon–Thu 8:00 a.m.–4:00 p.m., Fri 8:00 a.m.–3:00 p.m. at your own health- centre.
- Outside normal opening hours, Mon–Thu 4:00 p.m.–10:00 p.m., Fri 3:00 p.m.–10:00 p.m., Sat - Sun and public holidays 9:00 a.m.–10:00 p.m. at Päivystyspoliklinikka (Duty outpatient's department) of Kainuun keskussairaala (Kainuu Central Hospital), tel. (08) 6156 2610.
- The night-time first-aid service is provided at Kainuun keskussairaala hospital.
- The nurse's 24 h telephone advisory service, tel. (08) 6156 6000.
- A visit charge will be collected for the first three visits from those coming to the health centre duty service provided at Päivystyspoliklinikka (duty outpatient's department). The amount of visits also includes visits to other health centres in the Kajaani health-care centre system.
- On weekdays between 8:00 p.m.–8:00 a.m., and on Saturdays, Sundays and on public holidays the charge has increased (these visits are not included in the aforementioned three visits).

### **Contraceptive advice**

You can turn to your public health nurse for advice on contraception and follow-up matters. Non-locals need to arrange doctor's visits via a public health nurse.

### **Dental care**

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

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

## Useful Addresses

### Mental Health Services

- Mental Health-care Service is open on weekdays during office hours. Appointments, tel. (08) 6156 2711
- Kainuun A-klinikka (AA), Satamakatu 2 B, tel. (08) 6156 7470. You can go and seek the nurse's assistance during office hours without needing to make a prior appointment.
- Perheasiain neuvottelukeskus (Family Affairs Negotiation Centre), Brahenkatu 14, tel. (08) 6172 226.
- Palveleva puhelin (Phone Service, in Finnish) daily 8:00 p.m.–midnight, tel. 01019-0071.

### Other social and health care services

- Sosiaalipalvelukeskus (Social Services Centre), Osmonkatu 3, tel. (08) 616 571
- Kansaneläkelaitos/Sairausvakuutustoimisto (Finnish Social Insurance Institution/Health Insurance Office), Pohjolankatu 28, tel. 020 635 4100

## Foreign Students

### Urgent Health Care

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

- Health Centre (=terveyskeskus in Finnish), address: Satamakatu 2 (near the town centre)
  - urgent care during office hours (mainly Mon – Fri 8.00 – 16.00)
- Kainuu Central Hospital (=keskussairaala in Finnish), address: Sotkamontie 13
  - urgent care: evenings (after 16:00), nights and weekends

### Non-urgent Health Care

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

### Prices and Conditions

A normal visiting fee is 13.70 Euros in the Health Center. Foreign people may have to pay also the part the municipality normally covers for permanent residents in Finland, and that might add up to 150 – 300 Euros in the public sector.

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

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

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

## Medication

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

## Useful Addresses

### **Private Medical Services**

- Suomen Terveystalo, Kauppakatu 27, tel. 030 6339515
- Lääkärikeskus Odl Materna, Lönnrotinkatu 14, 2. krs, tel. 0101 97006
- Lääkäriasema, Pohjolankatu 14, tel. (08) 6122 244

### **Eye Specialists and Opticians**

- A Kaainen Oy, Kauppakatu 7, tel. (08) 617 880
- Instrumentarium, Kauppakatu 26 B, tel. 0201 708 820
- Nissen, Kauppakatu 9, tel. 0201 106 400
- Kainuun Näkökulma Oy, Kauppakatu 11, tel. (08) 6120 580
- Kajaanin Silmäasema, Kauppakatu 15, tel. (08) 633 320
- Kajaanin Kello ja Silmäoptikko Ky, Kauppakatu 1, tel. (08) 622 645
- Specsavers Kajaani, Kauppakatu 11, tel. 0400 178 179

Support Centre for students: Nyyti ry. [www.nyyti.fi](http://www.nyyti.fi) (only in Finnish)

### **The Learning Clinic Myötätuuli**

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

### **Contact information**

Visiting address: Taito 2, Ketunpolku 4

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

Appointments: tel. (08) 6189 9209

## **Kajaani Parish Services for Students**

### **Lutheran congregation**

Ms. Maija Räihä is the student pastor appointed by the Kajaani Lutheran congregation. The student pastor is involved in the everyday life and celebrations of students and staff through different types of events, social functions and when someone gets in touch.

Call or email the student pastor if life seems hard, your studies in a mess or if you want to talk confidentially about life's different situations. If you require church ceremonies, e.g. if you are getting married, are planning your child's christening or wish to attend confirmation for adults, the student pastor is there for you.

Do not hesitate to contact the student pastor whatever the subject! Telephone the student pastor on 044-7444 112 and email: [majja.raiha@evl.fi](mailto:majja.raiha@evl.fi).

You can find more information on these services on the Internet: [www.kajaaninseurakunta.fi/opiskelijat](http://www.kajaaninseurakunta.fi/opiskelijat); the information is only presented in Finnish, but you may also contact Pastor Rähä in English.

### **Kajaani Orthodox Congregation**

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

## **Insurance for Students**

### **Statutory Insurance Cover**

In case of accident or damage students must immediately contact their supervising teacher and/or the President's office (contact the Management Assistant). Students must fill in an insurance certificate and an insurance accident/occupational illness notification for any type of accident/damage (this also includes so called nurses' injection needle accidents). 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.

Kajaani University of Applied Sciences provides insurance cover for its students in the form of accident insurance. This insurance covers accidents occurring during normal school hours as well as during travel to and from school. This insurance also covers students during practical training both in Finland and abroad and during student exchange periods. Nevertheless, it is recommended that students have their own travel and free-time insurance to cover their studies or practical training abroad. Additionally, foreign students are usually required to have a separate health insurance for student exchange.

Such insurance covers the expenses of treating an injury, doctor's fees, medication, and laboratory examinations. In some cases, the expenses of rehabilitation can be reimbursed; the decision in this regard will be made by the insurance company's doctor. As regards practical training, the insurance provides reimbursement of expenses connected with accidents and occupational illness in Finland and abroad on condition that the practical training period is part of the study programme and not part of employment-related work as stated in the Työsopimuslaki (Contracts of Employment Act) § 1, for which the student is paid a salary.

Students need to 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 UAS's President's Office. These forms can be obtained from the Internet ([www.pohjola.fi](http://www.pohjola.fi)): (path = yritykset ja yhteisöt/vahingot - henkilövahingot – tapaturma, etc.).

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

### **Voluntary Accident Insurance**

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

### **Liability insurance**

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

## Patient Insurance

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

### Further information:

Ms Teija Sievänen, Management Assistant

Ms Merja Mäkinen, Director of Administration, Finance and Resources

## 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. If you are interested in renting accommodation from the private sector, please note that you usually need Finnish language and you need to buy and transport the furniture yourself.

### Student accommodation:

Kiinteistö Oy Kajaanin Pietari, address: Linnankatu 18, Tel. (08) 632 580. Internet: [www.kajaaninpietari.fi](http://www.kajaaninpietari.fi) (applications can be filled on-line)

### Local real-estate agents may offer some housing for rent:

Kainuun Asuntomarkkinat, address: Linnankatu 18, tel. 050 531 7975, email: [m.heikkinen@kajaani.net](mailto:m.heikkinen@kajaani.net)

- OP-kiinteistökeskus Kainuu Oy LKV, address: Lönnrotinkatu 7-9, tel. 010 256 1708, [www.opkk.fi](http://www.opkk.fi)
- Korhonen Oy, Tili- ja kiinteistötoimisto LKV, address: Lönnrotinkatu 8, tel. (08) 632 060, [www.tkt-korhonen.fi](http://www.tkt-korhonen.fi)
- Kiinteistömaailma, Kainuun Asuntopalvelut Oy LKV, address: Koivukoskenkatu 12, tel. (08) 613 0663, [www.kiinteistomaailma.fi](http://www.kiinteistomaailma.fi)
- Huoneistokeskus Kainuun KWK Oy LKV, address: Kauppakatu 18, tel. (08) 612 1155, [www.huoneistokeskus.fi](http://www.huoneistokeskus.fi)
- Kiinteistönvälitys LKV Firma, os. Kauppakatu 36, tel.(08) 636 707, 044 333 0703, [www.lkvfirma.fi](http://www.lkvfirma.fi)

## Student Restaurants and Cafés

### Student Restaurant foX

**Street address:** Tieto 2, Ketunpolku 1, 87100 Kajaani  
**Tel.** (08) 6165 6741 / mobile 044 710 0440  
**Email:** [jani.nevalainen\(at\)kajaani.fi](mailto:jani.nevalainen(at)kajaani.fi)  
**Opening hours** Monday – Friday 7:30 a.m.–3:00 p.m.  
Lunch hour 11.00 a.m.–1:00 p.m.

Lunch costs EUR 2.35 - 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 4.02–4.27.

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

### Restaurant Kisälli

**Visiting Address:** Tieto 2, Ketunpolku 1  
**Reservations:** Kisälli restaurant tel. (08) 6165 6742



Kisälli is open for lunch Monday to Thursday 11.00 a.m. - 2.00 p.m. and on Friday 11.00 a.m. - 1.00 p.m., otherwise by reservation only.

To see the menu go to KAO's website at [www.kao.fi](http://www.kao.fi) > *Ravintola- ja tilapalvelut* > *Ravintola Kisälli*. Kajaani UAS tourism students, Kainuu Vocational College's upper secondary and mature students all work in turn in Kisälli's kitchen or serve in the dining area. Kisälli does lunches including a soup of the day, lunch of the day and also offers an à la carte lunch menu. You can lunch in Kisälli without making a reservation. Kisälli seats 80 diners.

Keittiössä ja salissa asiakkaita palvelevat vaihtovuoroisesti Kainuun ammattiopiston nuorisoasteen opiskelijat ja aikuisopiskelijat. Kajaanin ammattikorkeakoulun restomiopiskelijat suorittavat jaksoja tai kursseja myös Kisällissä. Ravintolassa on tarjolla arkilounasta sekä á la carte –listalta sesongin herkkuja. Lounasaikaan ruokailu tapahtuu ilman erillistä ajanvarausta. Ravintola Kisällissä on 80 asiakaspaikkaa sekä A-oikeudet.

### **Cafés**

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

Netticafé, Taito 1: Mon –Thu 7:30 a.m.–7:00 p.m., Fri 8.30 a.m.-1.00 p.m.

Kanttiini, Taito 2: Mon –Thu 8:45 a.m.–3:00 p.m., Fri 8.45 a.m.-2.00 p.m.

Library Café, Tieto 1: Mon-Thu 9.00 a.m.-2.00 p.m., Fri 9.00 a.m.-12.00 noon

## **Travelling**

### **Student Discounts**

Student discounts can be obtained using a valid KAMO student card or the combined VR (Finnish State Railway) and Matkahuolto (coach travel) student card. In order to be eligible for a discount studies must be full time and last a minimum of 8 months without interruption. Those studying on state funded employment training courses are not eligible for a discount. A 50 % discount off the normal ticket price is available from VR and 50 % off the normal ticket price from Matkahuolto for one-way journeys of more than 80 km.

### **The combined VR and Matkahuolto student card**

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

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

For more information: [www.vr.fi](http://www.vr.fi) and [www.matkahuolto.fi](http://www.matkahuolto.fi)

## **STUDENT ACTIVITIES**

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

#### **Contact Information:**

Visiting Address: Taito 2, Ketunpolku 4

Office, Executive Director Pasi Ahoniemi

Tel. (08) 6189 9647, 044 325 0036

Email. [pasi.ahoniemi@kajak.fi](mailto:pasi.ahoniemi@kajak.fi)

Bookshop in Taito 1, tel. (08) 6189 9309, bookshop in Taito 2, tel. (08) 6189 9250

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

KAMO is a lively and active student lead union representing all students in Kajaani UAS. KAMO is a versatile service organisation that protects the interests of students and concentrates on helping you to successfully complete your studies. KAMO's main activities focus on protecting the interests of students, student welfare, developing teaching and rectifying any teaching-related problems. Our means to accomplish these operations are our representatives on the Kajaani UAS Board, our statements and statements of opinion. KAMO is a member of the Union of Students in Finnish Universities of Applied Sciences (SAMOK). In accordance with a co-operation agreement concluded with the Kajaani UAS, KAMO also deals with student tutoring and matters related to international tutoring. KAMO welcomes foreign students, organises induction and Kajaani UAS orientation and also arranges free-time activities. The planning, implementation and monitoring of such activities is carried out in direct co-operation with the Kajaani UAS. International tutoring involves a lot of peripheral activity and events in which all Kajaani UAS students are entitled to participate.

On a practical level, KAMO provides students with student overalls and arranges various events and campaigns. Additionally, KAMO's operations include mainly on-campus projects lead by students. The KAMO Body of Representatives comprising 13 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 2010 includes the following students (emails: firstname.lastname@kajak.fi):

President	Eija Ruuskanen
Vice President, Free time Activities	Päivi Roivainen
Social Affairs	Henna Halkola
International Affairs	Pasi Leinonen
Tutor Affairs	Teemu Turunen
Education Affairs	Elina Tyni
Spokesman	Antti Vierimaa

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

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

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

## Kajaani Sports Instructor Students ry 'Loikka'

Kajaanin liikunnanohjaajaopiskelijat ry Loikka, (Kajaani Sports Instructor Students ry) is, as indicated by the name, an association for sports instruction students. Loikka organises different kinds of sports and exercise events and actively participates in other student association events. Loikka also participates in national training courses and strives to improve its members' position in society.

All students studying on the degree programme in sports and leisure management can join Kajaani Sports Instructor Students ry. For more information please contact:

Chair: Kosti Rautiainen, slo8skostir(at)kajak.fi, tel. 0400 528084

Deputy Chair: Atte Haataja, spo9satteh(at)kajak.fi, tel. 044 2918179

## Tutoring Students

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

Contact persons:

Mr Pasi Ahoniemi, Executive Director, email: firstname.lastname@kajak.fi

Mr Teemu Turunen, Leading Tutor, email: firstname.lastname@kajak.fi

Ms Ainomarija Sissala, Head of Student Affairs, email: firstname.lastname@kajak.fi

### Leading tutors:

Email: ID@kajak.fi

School of Business	Reno Tukiainen, KAT9SRenoT
School of Business	Riina Saarenpää, KBI8IRiinaS
School of Tourism	Saara Limnell, MMM9MSaaraL
Nursing students	Tiina Ala-Pönttiö, STH9SATiinaA
Sports students	Petri Kyllönen, SLO9SPetriK
School of Engineering	Teemu Ikonen, TTI9STEemul
International Students	Pasi Leinonen, firstname.lastname@kajak.fi

A complete list of the tutoring students can be found in appendix 8.

## Hobbies

A hobby and recreation folder has been put together for students. The material presenting recreation and leisure pursuits ("Hobby folder") is available in Taito 1 at the Info desk (telephone exchange) and in Taito in KAMO's facilities. Take a look! To find the student bookings for the UAS exercise facilities please see the "General Instructions" of this Academic Year Guide. You can also find out more about leisure pursuits online at Opiskelijoille>Muu opiskelijatoiminta. There will be more information on how to book and use the campus exercise facilities (gyms, sports hall) in the Extranet news at the start of the academic year.

For further information on leisure and recreation pursuits please see the following links:

[www.kajaani.fi](http://www.kajaani.fi) (sports and exercise, culture and events)

[www.kainuunliikunta.fi/kainuun\\_liikunta/](http://www.kainuunliikunta.fi/kainuun_liikunta/)

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

<http://jarjestot.kainuu.fi>

These links also provide information on local sports, cultural and other associations. At the [www.kainuu.fi](http://www.kainuu.fi) address you will find more detailed information on the whole region in the Kainuu Info section and on regional services provided by the combined regional authority of the Kainuu region in the Palvelut (Services) section.

The student union KAMO and other student associations organise different types of events throughout the academic year. **Information about such events will normally be distributed by email** (amongst other methods). Your peer tutor can also provide you with more information on recreation and leisure activities.

The TekU (Tekniikan urheilijat) sports club promotes endurance fitness (non competitive) and welcomes all students and staff to take part in its events and activities. It organises the following events on a yearly basis: Tunnin Taival (An Hour's Walk), Suksin Kieronmäkeen (Ski to Kieronmäki) and the Hyvä Kajaani Vartti (The Hurray Kajaani Quarter Marathon).

## STUDYING AT KAJAANI UNIVERSITY OF APPLIED SCIENCES

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

### Right to Study and Enrolment

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

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

- enrol for the entire academic year by 7th of September each year or
- for one semester at a time (autumn/spring semester) by 7th September / 15th January.

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

### Absence

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

Students **who have registered as absent may not pursue their studies** (e.g. sit exams, receive supervision for their theses and entries to the student study register) and are not entitled to student grants, student meal subsidies or other student benefits (incl. having an email address at the UAS). Such students must cancel their student financial aid, etc themselves. Also, **please check whether your absence affects your residence permit**.

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

### Amending information concerning your status as present/absent

Students are permitted, for a justified reason, to amend whether they are absent or present at any time during the academic year apart from the registration period. The justified reason is assessed on a case by case basis and could be among others, chronic illness, maternity/parenting leave or e.g. interrupting military service or maternity/parenting leave. There is a separate form for amending whether one is

present/absent and it can be found at Studying > Forms in English. 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 present or absent 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 (restoration to take effect at the beginning of the following semester). 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).
  - A handling fee of € 35, according to decree (1230/2009) will be charged for the decision to reinstate the right to study. Even if the decision is negative, a handling fee will be charged. The fee should be paid in advance in the Finance Office (Tieto 3, 2<sup>nd</sup> floor) or to the Kajaani University of Applied Sciences bank account 105730-218325 (reference: right to study). The receipt/proof of payment must be enclosed the application, which should be submitted to the Study Office.
3. If you have not completed your degree programme within the stipulated period of time (3.5 years + 1 extra year) and the President has not granted you permission for an extension to your study period. You are entitled to reapply using the normal application procedure.

### **Continuing Studies by One Extra Year**

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

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

### **Continuing with Studies after the Extra Year**

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

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

- Justifiable grounds that have affected the studies (working is not necessarily justifiable grounds)
- There are only a few courses left to be completed and you have realistic chances of completing your studies
- In the case of compulsory, degree-related studies. If you have completed your compulsory studies, the extension will not be granted, e.g. for free-choice studies or student exchange.
- For a maximum of one year at a time

Applying for an extension to study time

- Fill in the form "Applying for Extension of Study Time". A free-form application can be enclosed to clarify in more detail
- Draw up a study plan for how you intend to complete your remaining studies (form available in extranet: Studying > Studies in English)
  - A handling fee of € 35, according to decree (1230/2009) will be charged for the decision to reinstate the right to study. Even if the decision is negative, a handling fee will be charged. The fee should be paid in advance in the Finance Office (Tieto 3, 2<sup>nd</sup> floor) or to the Kajaani University of Applied Sciences bank account 105730-218325 (reference: right to study).



The receipt/proof of payment must be enclosed the application, which should be submitted to the Study Office.

- Submit the application together with the study plan to the Study Office. The Head of the School will issue a statement on the matter before the application is passed on to the President.
- The President will make the decision after receiving the statement from the Head of School.
- The application should be submitted before the end of the extra year (3.5 years + 1 year)
- Remember to register as being present via ASIO.
- The study counselor will follow up the progress of the studies

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

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

### **Changing the Degree Programme or Field of Study**

It is not possible to change degree programmes during the first year of study. Later it is permitted to change to another degree programme in the same school to gain the same degree qualification if the admission criteria and entrance exams are the same and if there are any free study places. Such a transfer is also possible as regards the two majors of the Degree Programme in Nursing. A written transfer application must be submitted to the Head of School. If a change of field/school is required the application must go through the normal joint application system.

### **Demand for Rectification**

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

### **Teaching Arrangements**

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

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

### **Enrolling for courses**

Students starting their studies in 2009 and 2010 must enroll for all courses electronically each year using the ASIO study administration system. Other groups must enroll only for free-choice studies. Registration and enrolment procedure will be discussed in more detail during lessons with the teacher tutor.

### **Main registration and enrolment procedures via ASIO**

- Students must register as present before enrolling on a course. Registration as absent/present ends on 7.9 in the autumn semester and on 15.1 of the spring semester.
- Enrolment for basic and professional studies and optional professional studies in each semester. The enrolment dates for the autumn semester is 7. – 15.9 and 18 – 21.1 in the spring semester.
- Where degree programmes include optional professional studies, students must enrol separately for the studies supporting their major (questionnaire). Students must enrol on the actual courses via ASIO when they appear in the programme.
- Free-choice studies can be selected during the spring semester. There are two selection/enrolment periods because only courses where a sufficient amount of students have enrolled will be delivered.

In the Planning your Studies section of this guide you will be given more information on how to compile a personal study plan (eHOPS). In order to do this you can use the eHOPS (electronic personal study plan (eHOPS in Finnish) tool, which is accessed via ASIO. Using the eHOPS it is possible to plan which courses you wish to enrol for and when you wish to take them and prepare for planning and personal progress review discussions that you will undergo with your teacher tutor. Your personal study plan must be updated on a yearly basis.

## Participation in Tuition

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

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

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

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

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

You need to return your assignments within the time specified by the lecturer. You may get a lower grade for them if they are returned late. Lecturers are not obliged to accept overdue assignments. If you have justifiable grounds, you can discuss extensions to deadlines with the lecturer.

Useful guidelines for brainstorming, doing written work, projects etc can be found in the Toolbox:

<http://www.kajak.fi/Studying/> *Important Links*. There is also a thesis tool box at [www.kajak.fi/opari](http://www.kajak.fi/opari) (in Finnish).

## Absences due to illness

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

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

## Learning Disabilities

The most common learning disabilities are associated with reading and writing. If you suspect that you have a form of dyslexia but have not been diagnosed you can complete a test at the Lukineuvola (Dyslexia clinic) website [www.lukineuvola.fi](http://www.lukineuvola.fi) in Finnish only. You can obtain an official dyslexia certificate in Kajaani:

- By participating in a test organised by Kainuu Vocational College's special needs teachers. The test costs € 50 and you must pay for it yourself.
- By asking the nurse to provide a referral to the Neurological Outpatient's Department of Kainuu Central Hospital. Each case is assessed separately because there are only a limited amount of speech therapy appointments available.

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

Students may be allocated more time or be allowed to use a lap-top computer to complete the maturity test (a part of the thesis). He/she may be able to add to the maturity test by providing information orally. Different forms of dyslexia will only be taken into account during teaching if they have officially diagnosed. Special arrangements due to learning difficulties during courses, exams and the maturity test must be agreed and made in cooperation with the course teacher and maturity test evaluator.

## Accreditation

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

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

**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.

**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).

**AHOT (Recognition of Previously Acquired Competence)** means the identification and acknowledgement of previously acquired knowledge. Students must be able to identify and indicate how their previous competence(s) correspond to the aims of course and the course content using an agreed procedure.

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

## Accreditation Requirements

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

## Procedure

Accreditation is always carried out on a case by case basis. The Head of Degree Programme, with the authority of the Head of School is entitled to make decisions concerning accreditation. Prior to accreditation, the Head of Degree Programme may ask for a statement from a teacher involved in the case or from the Head of School. Where international studies are concerned the international coordinator

verifies the accreditation proposal and compares it with the transcript of academic records from the foreign university before the Head of Degree Programme makes the final accreditation decision.

#### What to do:

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

Apply for accreditation with

- a form that can be found at [www.kajak.fi](http://www.kajak.fi) > *extranet* > *Opiskelijoille* > *Lomakkeita*
- the application and required appendices (e.g. copy of certificate, work certificates, portfolio, transcript of academic record, military service certificate) must be submitted to the Head of Degree Programme

#### Assessment

- The grade for courses accomplished elsewhere and accredited courses will be recorded as M (muualla suoritettu), and with K for English-taught degree programmes K (Course accomplished elsewhere), together with the place and date of accomplishment.
- In the partial accreditation of studies accomplished elsewhere:
  - The teacher will provide an assignment to establish the overall competence the student possesses in the course in question; the assessment criteria and method used will be the same as the criteria used for the actual course the student would have completed at Kajaani UAS
  - 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
  - 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 of M/K.
- 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.
- In the acknowledgement of otherwise acquired competence, the assessment criteria and method will be the same as the criteria used to assess the course in question.

The Head of Degree programme must submit the original accreditation decisions to the Study Office. The accreditation decisions of students in the English-taught degree programmes must be submitted to the International Affairs Office. These offices will be responsible for transferring this data to the Asio student administration system. The student will be informed of the decision by the teacher-expert, the Head of Degree Programme or the Study/International Affairs Office.

#### Request for Rectification

Should the student be dissatisfied with the accreditation decision concerning studies accomplished elsewhere and otherwise acquired competence, he/she can request rectification of the decision. The process consists of two stages:

- The student and the Head of Degree Programme responsible for the decision discuss the issue: the student requests that the decision be rectified either directly (face to face) or in writing within 14 days of being informed of the decision. Request for Rectification forms: *extranet* > *Studying* > *Forms in English*

- If the student is still dissatisfied with the Head of Degree Programme's decision, he/she can make another request for rectification to the Degree Committee within 14 days of being informed of the decision. An informal, written request for rectification should be submitted to the Study Office from where it will be forwarded to the Head of School. Please enclose the request for rectification form.

### **Online UAS Studies**

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

### **Exchange Studies and International Practical Training**

The Learning Agreement (the study plan for the exchange period) is compiled well in advance of departure, with the International Affairs Coordinator. When the exchange period ends: submit your accreditation proposal (form), and the transcript of academic record, provided by the foreign university together with its appendices, directly to the International Coordinator who will check it. The Head of Degree Programme will make the final accreditation decision. Accreditation must be completed at the latest, within two months of the end of the exchange period. Those departing as international trainees must submit their practical training contract to the practical training coordinator prior to departure.

### **Transfer Students**

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

### **Students Restarting their Studies**

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

### **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 Japan. All fields organise language proficiency tests in Swedish and English for first year undergraduates and arrange supplementary language lessons if required.

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

1) Spoken and written Swedish and Finnish (further detailed in the decree regulating the language skills required of public organization staff and personnel, 424/2003 6§). The degree certificate will record a

grade separately for Swedish (spoken and written). The maturity test provides an indication of the student's skills in the Finnish language.

2) Written and spoken language skills in one or two foreign languages.

### **Accreditation of Language Studies**

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

#### **Exemption from Language Studies**

- 1) The first decree concerning language proficiency (Finnish/Swedish) does not concern students who have received their education in a language other than Finnish/Swedish or abroad. Students must make a written application for exemption from language studies to the Head of the Degree Programme and agree on compensatory language and communication studies. The Head of the Degree Programme will decide the language of the maturity test (if other than Finnish). The exemption application can be found in the extranet at Studying > Forms in English.
- 2) Where exceptions are concerned students can be exempted from language studies for specific (justified) reasons (Polytechnic Decree 15.5.203/352, 8 §). Students can compile an informal application in writing to the President of the UAS after attempting to pass a preparatory course or after a proficiency test prior to the start of compulsory studies. Submit the application to the Head of School, who will provide a statement. Students must enclose a statement from an expert with the application (e.g. a certificate proving severe dyslexia or dysorthographia) and /or other documents indicating justified reason for exemption. Exemption will not prevent students from participating in the course in question. The compensatory study plan will be recorded in the personal study plan. 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.

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

### **Summer Studies**

There is no summer semester at Kajaani University of Applied Sciences, but it is possible to accomplish certain studies during the summer time. Students can complete their practical training, write the thesis or do independent studies (virtual courses, essays and assignments or book exams). Students will be informed separately of courses that can be accomplished during the summer each year. If you apply for student financial aid for the summer time, the application with the UAS's appendix must be left with the Study Office who will forward it to KELA.

Summer studies should be discussed separately with the teacher in question to receive necessary materials and instructions. Essays, assignments and reports must be returned to the teacher by the end of the month for which the student has received financial aid, or by the 31<sup>st</sup> August at the latest. Book exams take place on the first exam dates set for the autumn.

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

### **Assessment**

Assessment is used to measure wide-ranging professional competences. The teacher will explain the assessment principles and criteria at the beginning of each course. Courses are assessed according to a scale of 5 – 0: Excellent (5), Good (4-3), Satisfactory (2-1), and fail (0). Courses can also be assessed on a Pass/Fail basis without numerical grading. In word based grading a 70 % correct answer must be achieved to be awarded the grade of 'pass', in numerical grading the answer(s) must be 50 % correct. If the course is



marked as E in the study register, the student has failed to attend the exam. If students fail to attend scheduled compulsory or selected optional studies, no grade will be recorded in the study register.

Courses completed at other educational institutions will be designated by M or K = "Course accomplished elsewhere" in the international degree programmes. In the assessment of otherwise acquired competence, the same course assessment criteria and methods as the course in question, will be applied. Online and Oulu University's Department of Information Processing Science courses will be recorded according to the procedures used in the university concerned. See the section on Accreditation for more information.

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 assessment. The student must have enrolled for the course (for more information, see: Enrolling for Courses) so that assessment results can be recorded in ASIO. 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 one year. Students can have a copy of their assessment. Teachers are also permitted to arrange a separate feedback lesson. Theses are kept indefinitely.

### Improving Passed Grades

Students can attempt to improve an approved grade during the extra exam dates in May and December. This 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 using an exam envelope (see "Exams and Retakes"). The highest grade is accepted as the valid grade.

### Requests for Rectification

Students are entitled to know their course grades and how course evaluation principles have been applied to their achievements (written or otherwise stored). Students can check their grades as soon as they are published and the rectification period is the same as the storage period – 6 or 1 month. If students are dissatisfied with their grades or the accreditation of courses accomplished elsewhere they can request rectification of the grade. This process advances in two stages:

- the issue is dealt with by the student and teacher / Head of the Degree Programme involved; the student addresses a written or spoken request for rectification to the teacher who evaluated the student's work or who decided the grade within 14 days of knowing the grade/result; Request for Rectification form *extranet > Studying > Forms in English*
- Should the student still be dissatisfied with the teacher's / Head of the Programme's decision he/she can request rectification from the Degree Committee within 14 days of knowing the teacher's decision. In this case students must write a request for rectification and submit it to the Study Office with the Request for Rectification form as an appendix to the application.

### The Feedback System and Having Your Say

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

- Course feedback at the end of each course
- Arrival questionnaire during October / February of the first study year
- General survey every second year in April
- Welfare questionnaire every second year in February

- Final student feedback questionnaire (Opala) during graduation
- Exchange students' feedback
- Kajaani UAS graduate employment survey

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

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

You can read more about the feedback and quality assurance systems from the Students Quality Manual – Add Your mite to the Pile. The quality manual will be delivered to all first year students and you can also find it from our extranet pages. ( KAJAK/Extranet/Laatu/In English) .

### Exams and Retakes

Every course includes 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 has used up all his/her exam attempts, he/she can discuss how to complete the course and which parts must be done again, with the lecturer concerned.

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

### Maturity Test

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

### General Exam Dates (Retake dates)

The general exam dates are for retakes of courses and for writing the maturity test. It is possible to improve your already approved grade/accomplishment by making use of the extra exam dates arranged for graduating students. The exam dates for the academic year 2010–2011 are as follows:

#### Autumn Semester

Month	Last Day to Register	Exam Date	Note
September	Thu 9.9.	Thu 16.9.	1 <sup>st</sup> period: 26.8. – 22.10 (29.10.)
	Tue 14.9.	Tue 21.9.	
	Thu 16.9.	Thu 23.9.	
November	Thu 21.10.	Thu 4.11.	Exceptional registration date
	Thu 11.11.	Thu 18.11.	2nd period: 1.11. – 18.12.
	Tue 16.11.	Tue 23.11.	
	Tue 23.11.	Tue 30.11.	
December	Thu 25.11.	Thu 2.12.	extra date for graduating students
	Tue 30.11.	Tue 7.12.	

## Spring Semester

Month	Last Day to Register	Exam Date	Note
January	Tue 18.1.	Tue 25.1.	3 <sup>rd</sup> period: (3.1.) 10.1. – 18.3.
	Thu 20.1.	Thu 27.1.	
February	Thu 3.2.	Thu 10.2.	
	Tue 8.2.	Tue 15.2.	
March	Tue 15.3.	Tue 22.3.	4th period: 21.3. – 27.5. (10.6.)
April	Thu 7.4.	Thu 14.4.	
	Tue 12.4.	Tue 19.4.	
May	Tue 26.4.	Tue 3.5.	
	Thu 28.4.	Thu 5.5.	extra date for graduating students
	Tue 3.5.	Tue 10.5.	

### School based retake exam plans

For more detailed school based retake exam plans see the Internet at *Studying > Important links>Timetables*.

### Registering

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

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

### Exam Rules

The following rules are followed during exam sittings:

- Retake exams take place in the evenings from 6.00 p.m.–8.15 p.m. in the **Taito 1 building**.
- Students must be present at 5.40 p.m. at the latest due to practical arrangements
- Students may only enter the exam room when the supervisor is present.
- It is possible to arrive to the exam 15 minutes after the exam has started or leave after half an hour
- 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
- 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.
- 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 Head of School. 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.

### **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** contact the Study Office (enrolment, instructions), the course teacher/maturity test supervisor.

### **Computer Retakes**

The dates for retakes requiring the use of computers in the Schools of Business and Tourism are as follows:

- Autumn semester: 8.9.2010, 15.9.2010, 24.11.2010
- Spring semester: 19.1.2011, 2.2.2011, 6.4.2011 and 4.5.2011

Register for these exams using the normal retake envelope. Students must register for computer retakes by Thursday (4.00 p.m.) a week before the exam. The envelope must be left in the mail box in front of the office TA13H109. 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 Extranet News.

## **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.

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 internet, [www.kajak.fi](http://www.kajak.fi) > Studying > Forms in English. The personal progress review discussions for students starting their studies in 2008 will be part of the career plan accessed via the Asio student administration system. (See electronic career and study plan, eHOPS).

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

### Study Councillors

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

### Subject Tutoring

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

### Peer Group Tutoring/Mentoring

Peer group tutoring/mentoring means the support and guidance provided by other students. Student tutors are usually 2nd or 3rd year students. It is their job to help the tutoring teacher carry out induction, to advance the creation of group feeling amongst the new students and to improve motivation. New students are encouraged to become attached to their new study environment and town with the aid of peer group tutor/mentor activities. Some tutors specialise in tutoring international students. Peer group tutoring is just one of KAMO ry's, Kajaani UAS's Union activities. Tutoring activities are organised and developed by a working group that includes representatives from the UAS, tutors and KAMO ry. Peer group tutoring can be included in students' free-choice studies. A list of student tutors can be found in attachment 4.

### HOPS – Individual Study Plan

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

Each study programme has a written Personal Study Plan (HOPS) form ([www.kajak.fi](http://www.kajak.fi)>Studying> Forms in English). You can obtain help in study planning from your tutoring teacher or the Head of the Degree Programme. The plan is assessed together with the tutoring teacher, e.g. in the annual planning and development reviews between you and your tutoring teacher.

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

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

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.

In addition to the HOPS, students can draw up a portfolio. The instructions for drawing up a basic portfolio and a sample portfolio are in the Toolbox

[www.kajak.fi>opiskelijaille>opintojen suorittaminen>oppimisen työkalupakki](http://www.kajak.fi/opiskelijaille/opintojen_suurittaminen/oppimisen_tyokalupakki) in Finnish or <http://www.kajak.fi/opiskelu/koulutus/oppimisprosessityokalut/engl/index.htm> in English.

## Electronic Personal Career and Study Plan eHOPS

The e career plan is a personal tool enabling students to plan and monitor their study progress. Students in Finnish degree programmes who commenced their studies in 2006 will be able to use the Personal Study Plan part and the whole system will be in use from 2007 onwards. Students in the English taught degree programmes and adult education will be able to use the personal career and study plan during 2008. Students access the system via Asio using their Asio ID. The eHOPS can only be read by those members of staff who are required to approve or reject specific decisions concerning studies. The first tutorial discussion and personal progress review sections can only be read by the tutor (teacher).

The career plan consists of three separate parts:

1. Using the Personal Study Plan it is possible
  - to compile a course accomplishment schedule (per semester)
  - to compile an optional studies plan
  - for the teacher tutor to verify and approve the personal study plan
  - to read possible comments on your plan provided by your teacher tutor
2. Using the electronic International Competence Plan it is possible
  - to get tuned in to an international atmosphere using the online *Moona* programme and by completing discursive assignments on international issues (specifically business administration and tourism students)
  - to compile a learning plan for the exchange period: the *Learning Agreement*
3. Yearly personal progress reviews
  - the reviews are based on answers and thoughts that you record in the personal career plan first tutorial discussion and personal progress review sections (forms)
  - the first tutorial discussion takes place in the autumn semester and the first personal progress review will take place during the spring of the first year and at least one review per year will take place during your remaining studies

Students should record projects in which they have taken part in the career plan. It is useful to keep the plan updated as it helps to compile CVs for job applications. Students will have the opportunity to become familiar with this planning tool during tutorial sessions. **Instructions on the use of the electronic personal study plan** can be found in internet.

## 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 "Credit Transfer"). 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.

### **Degree Programme in International Business**

In the Degree Programme in International Business the further specialisation studies (optional professional studies) are mainly completed abroad in a partner university. Each student must also accomplish a minimum of 15 credits of free-choice studies.

### **Degree Programme in Tourism**

There are no separate optional studies in the Degree Programme in Tourism. Each student must accomplish a minimum of 15 credits of free-choice studies.

### **Degree Programme in Sports and Leisure Management**

The optional studies for this degree programme are coaching. Each student must also accomplish a minimum of 15 credits of free-choice studies.

### **Online Studies**

You can study the following online:

- courses offered by the university of applied sciences
- courses offered via the national Virtual UAS.

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

### **Finnish Online UAS**

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

For further information on virtual studies, please contact:

Mr Olli Virmajoki, Lecturer / Taito 1, Kuntokatu 5  
Ms Marja Haapavaara, Study Secretary / Tieto 3, Ketunpolku 3

### **Open Studies**

Kajaani University of Applied Sciences also offers Open Studies. These studies are blended or online. Open studies (UAS) are accredited as part of free-choice studies at Kajaani UAS. Open studies are subject to a fee. One credit costs 10 euros.

The selection of Open courses at Kajaani UAS <http://www.kajak.fi/avoinamk> in Finnish

- The national selection of various UASs <http://www.avoinamk.fi>.
- The selection of Kajaani University Consortium and Kajaani UAS [www.kainuunmaakuntakorkeakoulu.fi](http://www.kainuunmaakuntakorkeakoulu.fi).

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

Ms Arja Korhonen, Course Secretary

Ms Anneli Ovaska, Course Secretary

**AIKOPA**, Kajaanin korkeakoulukonsortio,  
Oulun yliopisto, Kajaanin ammattikorkeakoulu  
Linnankatu 6, 87100 Kajaani  
[www.kajaaninyliopistokeskus oulu.fi](http://www.kajaaninyliopistokeskus oulu.fi)  
[www.kajak.fi](http://www.kajak.fi)

## GRADUATION

You have completed your UAS degree studies when

- 1) you have participated in the teaching and practical training, which are part of the degree programme and you have completed your thesis as required in the curriculum.
- 2) you have written your maturity test demonstrating your language skills in Finnish or Swedish and your familiarity with your chosen thesis subject matter. If your mother tongue is not Finnish or Swedish, the Head of School will decide the language of the maturity test (Degree Regulations 17§).

The graduation ceremony is arranged twice a year (18.12.2009 and 28.5.2010). At other times a small coffee ceremony will be arranged for graduating students in their own School of study.

On graduation, you will receive

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

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

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

## Graduation Dates

### School of Health and Sports

### School of Business, School of Tourism

Staff Meeting	Assignments returned and exams completed by	Application for Degree Certificate in ASIO by	Graduation date
<b>Autumn</b>			
13.9.2010	6.9.2010	6.9.2010	20.9.2011
18.10.2010	8.10.2010	8.10.2010	18.10.2010
15.11.2010	5.11.2010	5.11.2010	18.11.2010
13.12.2010	7.12.2010	3.12.2010	18.12.2010
<b>Spring</b>			
4.1.2011	15.12.2010	15.12.2010	4.1.2011
14.2.2011	4.2.2011	4.2.2011	18.2.2011
21.3.2011	4.3.2011	4.3.2011	21.3.2011
18.4.2011	8.4.2011	8.4.2011	18.4.2011
16.5.2011	11.5.2011	13.5.2011	27.5.2011
Palvelut 31.5.2010	25.5.2011	20.5.2011	31.5.2011
Soteli 8.6.2011	3.6.2011	3.6.2011	8.6.2011

## Practical Matters Concerning Graduation

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

### The Name of the Thesis

After the abstract of your thesis has been approved, inform the study office of the name of your thesis by email.

### Submitting the Thesis

When the thesis is complete and accepted by the supervising teacher, submit two loose-leaf copies of it to the study office together with the "Author's permission for Public Use of The Thesis". The UAS pays for the binding of theses that remain on the premises for the use of staff and students. If you require a bound version of your thesis for yourself or for your place of work, contact the KAMO office directly.

The thesis must be saved in the UAS server according to the instructions given by the Library [www.kajak.fi](http://www.kajak.fi) > Kirjasto > opinnäytetyötietokanta. Should it not be possible to publish the thesis electronically for a justifiably special reason students must apply for permission from the Head of School for a permanent or temporary suspension of publication. In this case students are expected to provide just one loose-leaf copy of the thesis for the Study Office for filing. Save your thesis in the University of Applied Sciences shared Theseus web library: [www.theseus.fi](http://www.theseus.fi). The instructions are on the website, if you need help ask the library staff.

### Other Forms Related to the Thesis

Submit the Commissioning Agreement, Thesis Project Seminars and Meetings and other forms related to the thesis according to instructions from the supervising teacher.

### **Check your Transcript of Records**

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

### **Application for Degree Certificate**

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

## **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 our 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

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

The university of applied sciences will not accept inappropriate activities and behaviour. Cheating during exams, skill/work demonstrations, independent work and the thesis (e.g. using material without permission or plagiarism) will automatically lead to the work being disqualified and grades revoked as well as further proceedings. The staff are authorised to remove any student present on campus in a state of intoxication.

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. 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.

### **Safety Instructions**

Get to know the University of Applied Sciences Safety Instructions, to be found on the front page of the UAS Extranet. First year students will receive a quick set of safety instructions. These instructions are also displayed in different areas of the campus. Make sure you know where you must go on campus in case of emergency. Make sure you know where the fire extinguishing equipment is located and that you can use them. Safety issues will also be covered during tutoring sessions.

### **Use of Exercise Facilities**

There are two gyms and a sports hall on campus. More information about staff and student bookings and the use of sports facilities will be provided separately in the Extranet News column. Further information is also available from the KAMO's sports representative.

### **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 among other information on the electronic notice board. 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 Info 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. Students sign for keys in the Taito 2 kiosk.

### **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 2010–2011

### Working days, periods and programmes

The four periods of the academic year 2010–2011 can be seen on the back cover of this guide. The academic year starts on 26.8.2010 for new students and on 30.8.2010 for students continuing their studies. The academic year ends on 10.6.2011. There are four weeks of independent study included in the academic year; weeks 43, 52, 1, 10 and 22–23. During these weeks, students are expected to complete assignments, study for book exams or complete online studies.

Group academic year and study period plans are available in appendices 1-3.

### Timetables

Timetables are usually available about one week before the following period. The timetables are maintained by Mr Ari Teirilä in the Schools of Business, Tourism and Engineering (tel. 6189 6450) and Ms Mervi Ruotsalainen in the School of Health and Sports. The timetables can be found in the internet: [www.kajak.fi/in\\_english>Studying>Important links>Timetables](http://www.kajak.fi/in_english>Studying>Important links>Timetables).

### Timetable for Practical Training

The students are doing their practical training during the academic year 2010–2011 according to following timetable:

#### *School of Business*

Autumn Semester: KHL8M, KAT8T  
Spring Semester: KHL8H, KHL8T, KHL8O, KBI8I

#### *School of Tourism*

Spring Semester: MMM8M, MMT8T

#### *School of Engineering*

Autumn Semester TKO7S  
Spring Semester: TTI8S and TRT8S

## Attachments

Attachment 1–3

Courses and timing in the School of Business  
Courses and timing in the School of Tourism  
Courses and timing in the School of Health and Sports  
Tutoring students  
Kajaani University of Applied Sciences Staff

Attachment 4

Attachment 5



## SCHOOL OF BUSINESS

## DEGREE PROGRAMME IN INTERNATIONAL BUSINESS

KBI10I Tutoring Teacher Ruey Komulainen				Autumn		Spring		
Course	Cr	H	Teacher	1	2	3	4	Note
Introduction to Business Operations	3	40	KoTi	4	4			
Introduction to Management Accounting	5	66	JoRa			4	4	
Introduction to Business Law	3	40	MaSa				4	
Introduction to Marketing	4	54	StPe			4	2	
Introduction to Management	5	66	KoRu	4	4			
Project Management	3	40	MiLi		5			
Supply Chain Management	4	54	KoRu				6	
Economics	4	54	KyEs			5		
International Economics	3	40	KyEs				4	
Basics of Hardware and Software	4	54	MuRa	4	4			
Office Applications	3	40	MuRa			4		
Business Mathematics	3	60	RaTu			4	2	MMT10T
Business Mathematics	3	80	Ratu			6	2	MMT10T
Basics of Business English	3	60	EnKa	4	4			
Academic Writing	3	40	KaEr			4		
Svenska i affärlivet I (suom.)	3	60	HaJaa/SeMar	4	4			KHL10S
Finnish for Foreigners I	6	80	LaAi	6	6			MMT10T
Foreign Language	5	66		x	x	x	x	
Personal Development Programme	3	40	MaSa/					
	61			20	25	25	22	

KBI9I Tutoring Teacher Sami Malm				Autumn		Spring		
Course	Cr	H	Teacher	1	2	3	4	Note
International Management	3	40	KoRu	4	2			
Financial Accounting	4	54	KyEs			4	2	
Strategic Management	3	40	KoRu	6				MMT7T
International Marketing	5	66	AlAn			4	4	
International Business Law	3	40	MaSa				4	
Business Projects	6	80	AlAn	4	4			
Export and Import Routines	3		TePe					Webcourse
Strategic Marketing Management	3	40	KoTi		5			
Finance	4	54	LaJa	4	4			KBI8I
Applied Research Techniques	4	54	HuPe			3	3	
Statistics	3	40	SiJu				4	
Intercultural Communication	3	40	SeMar			4		
Business Communication Skills	3	40	KaEr	4	2			KBI8I
Svenska i affärlivet 2 (suom.)	3	40	HaJaa				4	KHL9T
Finnish for Foreigners II	3	40	LaAi			2	2	MMT9T

European Business	4	54	KyEs			4	4	
Russian Business	5	66	MaSa	4	4			
Russian Study Trip			MaSa/HeSe		x			
Asian Business/FC	3	40	Koru			2	2	
Selling and Sales Management	3	40	KoRu				4	
Product Development /FC	6	80	AlAn	4	4			
	62			26	21	21	31	

KBI8I Tutoring Teacher Sami Malm				Autumn		Spring		
Course	Cr	H	Teacher	1	2	3	4	Note
Practical Training	30		MaSa			x	x	
Finance	4	54	LaJa	4	4			KBI9I
Business Communication Skills	3	40	KaEr	4	2			KBI9I
Academic Finnish (suom)	3	40	LaAi	4				KHL7O+H
Finnish for Foreigners III	3	40	LaAi	3	3			
Services Marketing	3	40	KoRu	3	3			
Marketing Research	3	40	KoRu	3	3			
Advertising and Marketing Communic.	3	40	KoRu	3	3			
Quality Management	3	40	KoRu	3	3			
Foreign Language	5	66		x	x			
	57			24	18			

KBI7I Tutoring Teacher Erja Karppinen				Autumn		Spring		
Course	Cr	H	Teacher	1	2	3	4	Note
Thesis Seminar								
Foreign Language	5			x	x			

## DEGREE PROGRAMMES IN FINNISH

KHL10S Opettajatuutorit Arto Huuhtanen,Hilkka Schroderus,Maritta Seppälä								
Opintojakso	op	h	Opettaja	1	2	3	4	Huom.
Yritystalouden perusteet	3	40	SeMa	4	2			
Yritystalouden perusteet	3	40	HuAr	4	2			
Yritystoiminnan suunnittelu	3	40	SeMa				4	
Yritystoiminnan suunnittelu	3	40	HuAr				4	
Laskentatoimen perusteet	5	66	SeMa	4	4			
Laskentatoimen perusteet		40	SeMa		4			
Laskentatoimen perusteet		40	SeMa		4			
Sopimus- ja yritysoikeus	4	54	MaSa			4	4	
Sopimus- ja yritysoikeus		20	MaSa				4	
Asiakassuuntainen markkinointi	6	60	HuPe	6				4,5 op luentoja
Asiakassuuntainen markkinointi		20	PiLe		4			1,5 op aspa
Asiakassuuntainen markkinointi		20	PiLe		4			
Asiakassuuntainen markkinointi		20	PiLe		4			

Aluetalouden perusteet	3	40	RäHa			3	2	
Aluetalouden perusteet		_20	RäHa				_2	
Aluetalouden perusteet		_20	RäHa				_2	
Tietojenkäsittelyn perusteet	3	40	MuRa	4	2			
Tietojenkäsittelyn perusteet	_3	_40	HaSi	_4	_2			
Tietojenkäsittelyn perusteet	_3	_40	HäMa	_4	_2			
Taulukkolaskennan perusteet	3	40	HäMa			2	4	
Taulukkolaskennan perusteet	_3	_40	HaSi			_2	_4	
Taulukkolaskennan perusteet	_3	_40	HäMa			_2	_4	
Talousmatematiikka	5	86	SiJu	6	6			
Talousmatematiikka	_5	_106	MäSi	_4	_6	4		
Tekstinkäsittely ja toimistotyö	5	66	ScHi	4	4	4		
Tekstinkäsittely ja toimistotyö	_5	_66	ScHi	_4	_4	_4		
Tekstinkäsittely ja toimistotyö	_5	_66	ScHi	_4	_4	_4		
Liikeviestintä	3	40	Pile/VuMa	3			3	
Liikeviestintä	_3	_40	Pile/VuMa	_3			_3	
Liikeviestintä	_3	_40	Pile/VuMa	_3			_3	
Svenska i affärlivet	3	_60	KaEr	_4	_4			
Svenska i affärlivet	_3	_80	SeMar	6	6			
Basics of Business English	3	60	KaEr			_4	_4	
Basics of Business English	_3	_80	KoKi			6	4	
Rahoituksen perusteet	3	40	SeMa				4	
Rahoituksen perusteet	_3	_40	SeMa				_4	
<b>Palkkahallinto</b>	3	40	ScHi				4	
<b>Palkkahallinto</b>	_3	40	ScHi				_4	
<b>Palkkahallinto</b>	_3	40	ScHi				_4	
Tuotannon ja logistiikan perusteet	3	_40	HuAr			4		
Tuotannon ja logistiikan perusteet	_3	_40	HuAr			_4		
Oppijana ammattikorkeakoulussa	3	14	HuAr		2			Projektitoiminta
Oppijana ammattikorkeakoulussa	_3	_14	HuAr		_2			Projektitoiminta
yhteensä	61	826		37	30	27	29	

KHL9H / 24 opiskelijaa Opettajatuutori Raija Jormakka								
Opintojakso	op	h	Opettaja	1	2	3	4	Huom.
Kansantaloustieteen perusteet	6	80	MaPä	6	6			
Johdon laskentatoimi	5	66	JoRa	4	4			
Markkinaoikeus	3	40	HaMa				4	
T&k 1 Kehittämistoiminnan perusteet	3	40	SiHa	4				
Kokous- ja neuvottelutaito	3	40	SoEe		4			
English fo Accounting and Law	3	40	EnMe			4		
Svenska i affärlivet 2 (laskentatoimi)	3	4	EnMe				4	
Tilastotieteen perusteet	4	54	MäSi			4	4	
Tietojenkäsittelyn jatkokurssi	3	40	HäMa			4		
T&K2 Kvantitat. ja kvalitat. tutkimus	3	40	SiJu	4				
Yhtiö- ja yhteisöoikeus	5	66	HaMa	4	4			
Julkisoikeus	3	40	JuHa			4		

Prosessioikeus	4	54	KISa			2	4	
Työ- ja virkamiesoikeus	3	40	HaMa				4	
Kirjanpidon jatkokurssi	4	54	JoRa	4	4			
Yritysverotus ja tilinpäätöksen suunnittelu	5	66	LaJa	4	4			
T&K 3 projektin toteutus	3	40	PeEi			2	2	
yhteensä	63	804		30	26	20	22	

KHL9M / 25 opiskelijaa Opettajatuutori Mervi Väisänen								
Opintojakso	op	h	Opettaja	1	2	3	4	Huom.
Kansantaloustieteen perusteet	6	80	TiJu			6	6	KHL9T
Suhde- ja palvelujen markkinointi	4	54	HuPe	4	4			
Johdon laskentatoimi	5	66	PeEi	4	4			KHL9T
Markkinaoikeus	3	40	JuHa	4				KHL9T
T&k 1 Kehittämistoiminnan perusteet	3	40	SiHa	4				KHL9T
Kokous ja neuvottelutaito	3	40	SoEe		4			KHL9T
English for Marketing	3	40	EnMe		5			
Svenska i affärlivet 2 (markkinointi)	3	40	HaJaa				4	
Tilastotieteen perusteet	4	54	MäSi			4	4	KHL9T (2 ryhmää)
Tietojenkäsittelyn jatkokurssi	3	40	HäMa			4		KHL9T (2 ryhmää)
t&k 2 Kvantitatiivinen ja kvalitatiivinen tutkimus	3	40	SiJu	4				KHL9T
Tuote-, hinta- ja saatavuuspäätökset	5	66	HuPe	4	4			
Neuvotteleva myynti ja myynnin edistäminen	5	66	VäMe	6	4			
Mainonta	4	54	KoTi				6	
Markkinointitutkimus	3	40	HuPe		4			
Focusryhmätutkimus	3	40	VäMe			2	2	
T&K 3 projektin toteutus	3	40	PeEi			2	2	
yhteensä	63	534		30	29	18	24	

KHL9T / 6 opiskelijaa Opettajatuutori SiniSirkka Brunou								
Opintojakso	op	h	Opettaja	1	2	3	4	Huom.
Kansantaloustieteen perusteet	6	80	TiJu			6	6	KHL9M
Johdon laskentatoimi	5	66	PeEi	4	4			KHL9M
Markkinaoikeus	3	40	JuHa	4				KHL9M
T&k 1 Kehittämistoiminnan perusteet	3	40	SiHa	4				KHL9M
Kokous- ja neuvottelutaito	3	40	SoEe		4			KHL9M
English for Production Economics	3	40	BrSi				4	
Svenska i affärlivet 2 (tuotantotalous)	3	40	HaJaa				4	KBI9I
Tilastotieteen perusteet	4	54	MäSi			4	4	KHL9M (2 ryhmää)
Tietojenkäsittelyn jatkokurssi	3	40	HäMa			4		KHL9M (2 ryhmää)
T&K 2 Kvantitatiivinen ja kvalitatiivinen tutkimus	3	40	SiJu	4				KHL9M
Valmistustekniikka	4	53	HeMi	4	4			TKO10S
Valmistustekniikan laboraatiot	3	40	HeMi			3	3	TKO10S
Teknillinen piirustus	3	40	HäNi	3	3			TKO10S
Tietokoneavusteinen suunn.	3	40	PiEe		2	4		TKO10S

Rakennemateriaalit	4	53	HäNi	4	4			TKO10S
Kappaleenkäsittelylaitteet	2	27	RäSa	2				TKO10S
Laatutekniikka	3	40	JuPe	3	3			KHL8T
Projektitekniikka	3	40	HaJa			3	3	TKO10S
Export and import routines	3	40	TePe					Verkko-opinnot
yhteensä	64	853,25		32	24	24	24	

KHL8H / 26 opiskelijaa Opettajatuutori Raija Jormakka								
Opintojakso	op	h	Opettaja	1	2	3	4	
Harjoittelu	30					x	x	
Suhde- ja palveluiden markkinointi	4	53	HuPe	2	2			KHL8T
Johtaminen	3	40	KyEs		3			KHL8T
Business Communication Skills	4	53	EnMe	4	2			KHL8T / iso ryhmä
Henkilöverotus	3	40	HaMa	4				
Tilintarkastus	4	53	MaSa	2	3			
Arvonlisäverotus	3	40	LaJa		4			
Tilinpäätösanalyysi	3	40	JoRa	4				
Yhteensä	54	146	0	16	14	0	0	

KHL8M / 15 opiskelijaa Opettajatuutori Eija Pekkonen								
Opintojakso	op	h	Opettaja	1	2	3	4	Huom.
Harjoittelu	30			x	x			
Johtaminen	3	40	KyEs			4		
Business Commucation Skills	4	53	KoKi			4	2	
Asiakirjoittaminen	3	40	LaAi				4	
Visuaalinen suunnittelu ja painotekniikka	5	66	VuMa				6	
Markkinoinnin suunnittelu	4	53	HuPe			6		
Strateginen markkinoinnin johtaminen	4		VäMe					verkkokurssi
Digitaalinen markkinointi	4	53	VuMa				5	
yhteensä	57	305		0	0	14	17	

KHL8T / 6 opiskelijaa Opettajatuutori Jarmo Happonen								
Opintojakso	op	h	Opettaja	1	2	3	4	Huom.
Harjoittelu	30					x	x	
Suhde- ja palveluiden markkinointi	4	53	HuPe	2	2			KHL8H
Johtaminen	3	40	KyEs		5			KHL8H
Business Commucation Skills	4	53	EnMe	4	2			KHL8H
Tuotannosuunnittelu	3	40	HaJa	4	4			
MS-Project	2	26	HaJa	2	2			TKO9S
Laatutekniikka	3	40	JuPe	3	3			KHL9T
Tekniikan projektin toteutus	3	40	HaJa	x	x			
Export and Import Routines	3	40	TePe					verkkokurssi
yhteensä	55	332		15	18	0	0	

KHL7H / 13 opiskelijaa Opettajatuutori Raija Jormakka								
Opintojakso	op	h	Opettaja	1	2	3	4	Huom.
Asiakirjoittaminen	3	40	LaAi	4				KHL70
yhteensä	3	40		4	0	0	0	

KHL7O / 18 opiskelijaa Matti Haataja								
Opintojakso	op	h	Opettaja	1	2	3	4	Huom.
Asiakirjoittaminen	3	40	LaAi	4				KHL7H
yhteensä	3	40		4	0	0	0	

KHL7M / 13 opiskelijaa Opettajatuutori Mervi Väisänen								
Opintojakso	op	h	Opettaja	1	2	3	4	Huom.
yhteensä								

KHL7T / 3 opiskelijaa Opettajatuutori Jarmo Happonen								
Opintojakso	op	h	Opettaja	1	2	3	4	Huom.
Asiakirjoittaminen	3	40	LaAi	4				KHL70
yhteensä	3	40		4	0	0	0	

KIL10I / 20 opiskelijaa Opettajatuutori Hannele Siipola								
Opintojakso	Op	h	Opettaja	1	2	3	4	Huom.
<b>Perusopinnot</b>								
Opiskeluvalmiudet ja HOPS	2		SiHa					
Tietojenkäsittelyn perusteet	3		MiLi					verkkokurssi
Tekstinkäsittely	3		ScHi	x	x	x		verkkokurssi
Liikeviestintä	4		LaAi		x	x	x	verkkokurssi
Yritystalouden perusteet	3		SeMa	x				kirjatentti
Johtamisen perusteet	3		SiHa			x	x	verkkokurssi
Aluetalouden perusteet	3		VäMe			x	x	verkkokurssi
Asiakassuuntainen markkinointi	3		KoTi	x				kirjatentti
Asiakaspalvelun palvelukulttuuri	3		PiLe		x	x		verkkokurssi
Laskentatoimen perusteet	6		SeMa			x	x	verkkokurssi
<b>Ammattiopinnot</b>								
Sopimus- ja kauppaoikeus	6		KiSa	x	x			verkkokurssi
Basics of Professional English	3		HaJaa		x			verkkokurssi
Svenska i affärslivet	3		HaJaa				x	verkkokurssi
Yhtiö- ja yhteisöoikeus	6		HaMa			x	x	verkkokurssi
Sähköinen viestintä	3		MiLi			x	x	verkkokurssi
Talousmatematiikka	3		SiJu	x				verkkokurssi
Practice first / preppaus	3		KoKi	v				2 opiskelijaa + KIL10I / verkkokurssi
Bygg upp din svenska	3		HaJaa			v		verkkokurssi
<b>Yhteensä</b>	<b>63</b>							



<b>KIL9I / 21 opiskelijaa Opettajatuutori Hannele Siipola</b>								
Opintojakso	Op	h	Opettaja	1	2	3	4	Huom.
<b>Perusopinnot</b>								
Liiketoiminnan suunnittelu	3		SeMa			x	x	verkkokurssi
Markkinointiviestintä	3		HuPe	x	x			verkkokurssi
Rahoituksen perusteet	3		TePe		x	x	x	verkkokurssi
<b>Ammattiopinnot</b>								
Johdon laskenta	5		JoRa			x	x	verkkokurssi
Asiantuntijapalveluiden markkinointi ja tuotteistaminen	4		KoTi	x	x			verkkokurssi
Yrityksen kansainvälistäminen	3		HuAr			x		verkkokurssi
Kokoustaito ja tiedottaminen	3		PiLe		x			verkkokurssi
Business Communication Skills	4		KoKi	x	x			verkkokurssi
Svenska i affärlivet 2	3		EnMe			x		verkkokurssi
Projektitoiminta	3		MaPä	x				verkkokurssi
Kehittämistoiminnan perusteet	3		MaPä		x			verkkokurssi
Laatuajattelu ja laadun kehittäminen	3		MaPä			x		verkkokurssi
Kehittämishanke työpaikalle	5				x	x	x	verkkokurssi
Työ- ja virkamiesoikeus	3		HaMa			x		verkkokurssi
Esimiesviestintä	5		PiLe	x	x			verkkokurssi
Henkilöstövoimavarojen johtaminen HRM	3		SiHa		x			verkkokurssi
Organisaatiopsykologia	3		TePe/MaPä				x	verkkokurssi
T&k toiminnan perusteet	3					x		verkkokurssi
Tilastotieteen perusteet	3		MäSi		x			verkkokurssi
<b>Yhteensä</b>	<b>65</b>							

<b>KIL80 / 21 opiskelijaa Opettajatuutori Päivi Malinen</b>								
Opintojakso	op	h	Opettaja	1	2	3	4	Huom.
Tuloksen laskenta ja verotus	6	60	PeEi			4	4	
Strateginen markkinointiajattelu	6	30	KoTi	4	4			
Johtaminen	3	30	KyEs			4		
Kvalit ja kvantit tutkimus	3	30	SiJu		4			
Arvonlisäverotus	3	30	LaJa				4	
Henkilöverotus	3	30	HaMa	4				
Yritysverotus	3	30	LaJa			4		
Hallinto-oikeus	3	30	JuHa		4			
<b>yhteensä</b>	<b>30</b>	<b>270</b>		<b>8</b>	<b>12</b>	<b>12</b>	<b>8</b>	

<b>KIL70 Opettajatuutori Matti Haataja</b>								
Opintojakso	op	h	Opettaja	1	2	3	4	Huom.
Asiakirjoittaminen	3	30	LaAi	4				
<b>Yhteensä</b>	<b>3</b>	<b>30</b>		<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	

<b>Vapaasti valittavat opintojaksot / Palvelut -ala</b>								
Opintojakso	op	h	Opettaja	1	2	3	4	Huom.

Asiakirjahallinto ja arkistonhoito	3		ScHi					itsen.
Hyvä kirjanpitolaitos	3		PeEi					kirjatentti
Kuluttajakäyttäytyminen	3		VäMe					itsen.opisk.
Rahoitus	5	60	LaJa	4	4			
Julkishallinto	3		TePe					verkkokurssi
Strateginen markkinointi	4		VäMe					verkkokurssi
Hankintalain perusteet	3		KISa					verkkokurssi
Rikos- ja prosessioikeus	3		KISa					verkkokurssi
Sähköinen viestintä	3		MiLi					verkkokurssi
Liiketoimintasuunnitelma	5							itsen. Opisk.
yhteensä	35	60		4	4	0	0	

LANGUAGE STUDIES								
				Autumn		Spring		
Course	ce	h	Teacher	1	2	3	4	Huom.
Espanol elemental en finés	5	66	BrSi	4	4			
Espanol elemental en inglés	5	66	BrSi	4	4			in English
Espanol elemental 2,en inglés	3	40	BrSi			4		in English
Espanol elemental 3, en inglés	3	40	BrSi				4	in English
Venäjän alkeiskurssi	5	66	HeSe	4	4			in Finnish
Venäjän alkeiskurssi	5	66	HeSe	4	4			in English
Anfängerstufe Deutsch im Beruf I	5	66	KoKi	4	4			
Anfängerstufe Deutsch im Beruf I	5	66	KoKi			4	4	
English Conversation	3	40	EnMe			4		
Anfängerstufe Deutsch im Beruf II	3	40	KoKi				5	
Venäjän jatkokurssi	3	40	HeSe			4		
Deutsche Grammatik	3		KoKi					independent
Fakten über Finnland	3		KoKi					independent
Landeskunde und Kultur	3		KoKi					independent
Fakta inom din bransch	3		HaJaa					independent
Finland och Norden i nötskal	3		HaJaa					independent
Español en el trabajo 1 (pidemmälle edist. kurssi 1)	3		BrSi					independent
Español en el trabajo 2 (pidemmälle edist. kurssi 2)	3		BrSi					independent
Ranskan kielioppiharjoituksia	3		EnMe					independent
Liikevenäjän peruskurssi	3		HeSe					independent
Comunicazione d'Affari (pidemmälle edist. kurssi)	3		KoKi					independent
Espannol elemental - neivel 3 (intermedio bajo)	3		BrSi					independent
Italian alkeet	5	66	KoKi	4	4			
Ranskan alkeet	5	66	EnMe			6	2	
Ranskan alkeet II	3	40	EnMe				4	
Mandarin Chinese I	3	40	KoRu			4		
Mandarin Chinese II	3	40	KoRu				4	

FREE-CHOICE STUDIES								
				Autumn		Spring		
Course	Cr	h	Teacher	1	2	3	4	Huom.
Perhe- ja perintöoikeus	3		HaMa					verkkokurssi
Oikeudellinen tietosuoja	3		KISa					verkkokurssi
Esimiesviestintä	5		PiLe					verkkokurssi
Kiinteistövalitys	3		HaMa					verkkokurssi
Alaistaidot: onnistu ja kehity alaisena	3		PiLe					itsen.opisk.
Naiset ja johtaminen	3		PiLe					itsen.opisk.
Johtamisen uudet suuntaukset	5		TePe					verkkokurssi
Johtamisen menetelmät ja strategiat	5		TePe					verkkokurssi
Organisaatiopsykologia	3		TePe					verkkokurssi
Vienti- ja tuontitoiminta	3		TePe					verkkokurssi
Riskienhallinta	3		TePe					verkkokurssi
Arvopaperikauppa	3		TePe					verkkokurssi
Kansainvälistyksen tapakulttuuri	3		PiLe					verkkokurssi
Digitaalinen kuvankäsittely	4		MuRa				5	
Vertaistutorointi	3		KAMO					
International tutoring	3		KAMO					
Järjestötoiminta	3		KAMO					
Exports and Import Routines	3		TePe					web course, compulsory KBI
Risk Management	3		TePe					web course
Business Planning	3		TePe					web course
New Trends in Leadership and Management	5		MaPä					web course
Management Procedures and Strategies	5		MaPä					web course
Organizational Psychology	3		MaPä					web course

## SCHOOL OF TOURISM

## DEGREE PROGRAMME IN TOURISM

MMT10T Tutoring Teacher Mikko Keränen								
				Autumn		Spring		
Course	Cr	h	Teacher	1	2	3	4	Huom.
Principles of Tourism	6	80	StPe/PiMi	5	5			
Introduction to Nature and Activity Tourism	5	66	KeMi/StPe			2	4	
Safety and First Aid	3	32	SOTE			4		First Aid 1 & 2
Safety and First Aid		16	StPe			2		work safety
Food Hygiene	3	40	VaTe		5			hygiene passport
Serving	1,5	20	JuAn		2			
Hospitality Management	3	40	StPe				6	
Introduction to Marketing	4	54	HuPe			3	3	
Introduction to Business Operations	3	40	KoTi	4	4			
Introduction to Management Accounting	5	66	JoRa			4	4	
Introduction to Management	5	66	KoRu			4	4	
Oral Communication and Meeting Skills (suom.)	_3	_40	OiPe	2	2			MMM10S
Svenska inom turismen 1 (suom.)	_3	_40	Hajaa/SeMar	4	4			MMM10S
Finnish for Foreigners 1	6	80	LaAi	_6	_6			KBI10I,SPO10S
Basics of Tourism English	3	40	EnKa	4	4			
Academic Writing	3	40	Hajaa			4		
Business Mathematics	3	60	RaTu			4	4	KBI10I
		_80	RaTu			_6	_4	KBI10I
Office Applications	5	66	MiLi	5	4			
Travel Fair			StPe			x		
Personal Development Programme	3	40	KeMi/Stpe	2	2	2	2	Bootcamp
yhteensä	61,5	846		26	32	29	27	

MMT9T Tutoring Teacher Peter Stricker								
	Cr	H	Teach.	1	2	3	4	
Tourism Product Development I	3	40	KaAn	3	3			
Project Management	6	54	StPe	2	x	x	x	SPO9 (lectures)
Management of Nature and Activity Services	4	54	StPe		8			
Sustainable Tourism	3		KoPa					webcourse
Adventure Tourism	3	40	StPe			4		
Guiding Skills	3	40	StPe				4	
Event Management	3	40	MiLi		5			MMT7T
World Cultures	3	40	MiLi				4	
Tourism Economics	3	40	KyEs				4	
Intercultural Communication	3	40	KaEr				4	
Statistics	3	40	SiJu			4		
Financial Accounting	4	52	KyEs	6	4			MMT7T
Law Studies	5	66	MaSa	4	4			

Human Resource Management	3	40	KoRu	4	2			
Marketing of Tourism Services	3	40	KaAn			4		MMM9M
Finnish for Foreigners 2	3	40	LaAi			2	2	KBI9I
Svenska inom turismen 2	3	40	SeMar/KaEr		6			MMM9M
Written Communication and Business Letters	3	40	ScHi/OiPe	4	4			MMM10S
Free choice Studies	5			4	4	4	4	
	60	666		20	27	18	22	

MMT8T Tutoring Teacher Peter Stricker								
	Cr	H	Teach.	1	2	3	4	
Management of Nature and Sport Services 2	4		StPe	8				
Tourism Product Development 2	3	40	KaAn	6				
Tourism Planning and Policy	5	66	KeMi	4	5			MMT7T
Marketing Communications	3	40	KaAn		5			MMM8M
Applied Research Methods	3	40	SiJu	4	2			
Thesis seminar		12	KeMi		X			Starting the process
Foreign students: Finnish Conversation	3	40	LaAi	3	3			KBI8I
Practical Training	30	800	StPe		x	x	x	
	48	998		22	12			

MMT7T Tutoring Teacher Mikko Keränen								
Corporate Planning and Development	5	66	KoRu	6	4			KBI9I Strat.Man+Book Exam
Tourism Planning and Policy	5	66	KeMi	4	5			MMT8T
Bookkeeping and Financial Statements	5	66	KyEs	6	4			MMT9T+ 1cr
Event Management	3	40	MiLi		5			
Thesis	15		KeMi					
	33							

## DEGREE PROGRAMMES IN FINNISH

MMM10S: Opettajatuutorit Mika Pietarinen, Teija Vainikka								
Opintojakso	op	h	Opettaja	1	2	3	4	Huom.
Matkailun perusteet	4	46	PiMi	4				3½ lähiop+½ käytäntö
Matkailun perusteet			PiMi	2x4				
Suomen ja maailman matkailumaantiede	3	40	PiMi		4			
			PiMi		2x4			
Majoitusliiketoiminta	3	26	PiMi+useita			4		2oplähi+1 op käytäntö
Majoitusliiketoiminta			PiMi+useita			2		2h luento+2x2 h harj.
Matkailun ohjelmalvelut	3	40	KeMi/KoPa	2	4			
Ruokapalveluiden ja ravitsemuksen perusteet	3	30	VaTe			4		2op lähiop.+1 op käytäntö
Ruokapalveluiden ja ravitsemuksen perusteet			VaTe			4		
Tarjoilu ja anniskelu	3	30	HuRa/PuRi			4		2 lähiop.+1 käytäntö

Tarjoilu ja anniskelu			HuRa/PuRi			_4		
Hygienia ja puhtaanapito	3	30	VaTE/HuRa		5			2 lähiop.+1 käytäntö
Hygienia ja puhtaanapito			VaTE/HuRa		_5			
Turvallisuus ja ensiapu	3	32	MäAn/Sote	4				2½lähiop.+½käyt.
Turvallisuus ja ensiapu			MäAn/Sote	_4				
Matkailu- ja ravitsemisalan yritystoiminta	4	46	KoTi	4	4			3½lähiop.+½ käytäntö
Matkailu- ja ravitsemisalan yritystoiminta			KoTi	_2	_2			2h luento+2x2h harj
Markkinoinnin ja asiakaspalvelun perusteet	4	46	HuPe			4		3½ lähiop.+½ käytäntö
Suomen kieli ja viestintä	6	66	ScHi/OiPe	4	4			5 lähiop.+1käytäntö
Suomen kieli ja viestintä			ScHi/OiPe	_4	_4			
Matkamessut			PiMi			x		
Svenska inom turismen 1	3	_60	HaJaa	_4	_4			
Svenska inom turismen 1	_3	_80	SeMar	5	6			
Basics of Tourism English	3	60	Semar			_4	_4	
Basics of Tourism English	_3	_80	KoKi			6	4	
Interactive English	4	54	SeMar/KaEr			4	4	2 ryhmää
Tietotekniikka ja sähköinen viestintä	5	54	MiLi	4	4			4lähiop.+1 käytäntö
Tietotekniikka ja sähköinen viestintä	_5	_54	MiLi	_4	_4			
Talousmatematiikka	3	60	SiJu			_6	_4	
Talousmatematiikka	_3	_80	MäSi			6	4	
Oppijana ammattikorkeakoulussa	3		PiMi/useita	x	x	x	x	sis. 1 op proj.toim.
yhteensä	60	660		27	31	32	12	

MMM9M: Opettajatuutori Anneli Karppinen								
Opintojakso	op	h	Opettaja	1	2	3	4	Huom.
<b>Matkailupalvelut, Vaihtoehto A</b>								
Projektitoiminta	8		MäAn/PiMi	4	4	4	4	
Tapahtuman järjestäminen	2		MäAn			4		
Matkan järjestäminen	2		KaAn			2	2	
Luonto- ja liikuntamatkailu 1	3	40	KeMi/KoPa	2	4			luennot 1 ryhmä; harj. 2
Luonto- ja liikuntamatkailu 2	3	40	KeMi/KoPa				4	
Suomalainen kulttuuri	3		OiPe	2	2			Virtuaalikurssi
Elämyksiä ruokakulttuurista	3	40	JuAn				4	
<b>Matkailun ruokapalvelut, Vaihtoehto B</b>								
Ruokapalveluiden projektitoiminta	_8	108	JuAn	_4	_4	_4		
Toiminta ammattikeittiössä	_6	80	AnAn	_4	_4			
Ruokatuotanto-ohjelmat	_1	14	AnAn		2			MMM8M
Ravitseminen ja erityisruokavaliot	_3	40	VaTe			_3		
Toiminta ravintolakeittiössä	_6	108	PuRi			_4	_4	Kisälli keskiv.
Ruoka- ja juomakulttuuri	_3	40	PuRi				_3	
<b>Kaikille yhteiset ammattiopinnot</b>								
Sopimus- ja yritysoikeus	5	66	KISa	4	5			
Matkailupalvelujen markkinointi	3	40	KaAn			4		Englanniksi yhdessä Tourismin kanssa

Kirjanpito ja tuloksen laskenta	4	54	PeEi	4	4			2 ryhmää
Palveluyrityksen johtaminen	5	66	SiHa			4	2	4. jaksossa 2 ryhmää
English for Tourism 2	3	40	SeMar				4	
English for Tourism 2	_3	40	KaEr				_4	
Svenska inom turismen 2	3	40	HaJaa		6			
Svenska inom turismen 2	_3	40	EnMe	_6				
Tutkimustoiminnan perusteet	4	54	SiJu				4	2 ryhmää
yhteensä	51	950		16	27	18	24	

MMM8M: Opettajatuutori Pekka Oikarinen								
Opintojakso	op	h	Opettaja	1	2	3	4	Huom.
Harjoittelu	30		PiMi			x	x	
<b>Matkailupalvelut, Vaihtoehto A</b>								
Matkailupalvelujen tuotekehitys	5	66	KaAn	8				
<b>Matkailun ruokapalvelut, Vaihtoehto B</b>								
Logistinen suunnittelu	_2	26	AnAn					
Ruokapalveluiden tuotekehitys	_3	40	VaTe					
Ravintola- ja ammattikeittiötoimintojen esimiestyö	_3	40	AnAn					
Ruokatuotanto-ohjelmat	_1	14	AnAn		2			MMM9M
<b>Kaikille yhteiset ammattiopinnot</b>								
Markkinointiviestintä	4	54	KaAn		5			MMT8T
Markkinoinnin suunnittelu ja tutkiminen	3	40	HuPe	4	4			
Johdon laskenta	5	66	PeEi	4	5			
Yrityksen suunnittelu ja kehittäminen	3	40	HuAr	2	2			
English for Tourism 3	4	54	KaEr	4	2			
Tilastotieteen perusteet	3	40	MäSi	2	4			
yhteensä	57	480		24	24	0	0	

MMM7M: Opettajatuutori Hannele Siipola								
Opintojakso	op	h	Opettaja	1	2	3	4	Huom.
Matkailun suunnittelu	3	40	PiMi/KoPa	4	2			
Yrityssuunnittelu muuttuvassa maailmassa	3	40	HuAr	4	2			
Opinnäytetyö	10			x	x			
yhteensä	13	40		4	2	0	0	

MMP7P: Opettajatuutori Teija Vainikka								
Opintojakso	op	h	Opettaja	1	2	3	4	Huom.
Yrityssuunnittelu muuttuvassa maailmassa	3	40	HuAr	4	2			
Yrityksen sisäinen kehittäminen	3	40	HuAr	4	2			
Opinnäytetyö	5							
yhteensä	11	80		8	4	0	0	
Vapaasti valittavat/Free Choice courses								
Opintojakso	op	h	Opettaja	1	2	3	4	Huom.
Seikkailukasvatus	3	40	KeMi	6				
Luonto- ja liikuntamatkailun järjestäminen	3	40	KeMi				6	



Kansainvälinen matkailumaantiede	3		PiMi					verkkokurssi
Matkailun historia	3		PiMi					verkkokurssi
Järjestyksenvalvojakoulutus	3	24	MäAn		x			
Järjestyksenvalvojakoulutus		20	MäAn		x			
Metsästys- ja kalastusmatkailu	3	40	OiPe	6				
Luonto- ja eräruoka	3	40	PuRi	4	4			
Ruoka- ja juomatarvikeosaaminen	3		JuAn					verkkokurssi
Oluet ja siiderit	3	40	PuRi				4	
Viinitieto	3	40	JuAn/BrSi		5			
Ruoka hyvinvoinnin lähteenä	3		VaTe					kesäop./itsenäinen
Onko ruoka kulttuuria?	3		JuAn					kesäop./itsenäinen
yhteensä		284		16	9	0	10	

MAP7A: Opettajatuutori Pekka Oikarinen								
Opintojakso	op	h	Opettaja	1	2	3	4	Huom.
Yrityssuunnittelu muuttuvassa maailmassa	5		HuAr					Valm.juhla 17.12.2010
Opinnäytetyö			OiPe	x	x			
yhteensä	5	0						

MPA09S Opettajatuutori Teija Vainikka								
Opintojakso	op	h	Opettaja	1	2	3	4	Huom.
Svenska i affärlivet 2	3	20	EnMe	x	x			
Business Communication Skills	3	20	SeMar			x	x	
Kokous- ja neuvottelutaito	3	14	OiPe			x	x	
Ruokapalveluiden ateriasuunnittelu	6	26	VaTe/PuRi/JuAn	x	x			
Ruokakulttuurit	6	26	JuAn			x	x	
Viinit ja alkoholijuomat	3	20	JuAn	x	x			
Palvelujen markkinointi	3	14	HuPe	x	x			
Markkinointiviestintä	3	14	HuPe			x	x	
Esimiehen juridinen osaaminen	4	18	JuHa	x	x			
Johtaminen ja esimiesviestintä	4	18	KyEs	x	x			
Henkilöstöjohtaminen	3	14	SiHa			x	x	
Projektitoiminta	3	6	PiMi			x	x	
Opintojen ohjaus ja tuutorointi		16	VaTe	x	x	x	x	
Vapaasti valittavia opintoja								
yhteensä	44	226						

MPO10K (Oulu) Opettajatuutori Annamajja Juntunen/Margit Leskinen								
Opintojakso	Op	h	Opettaja	1	2	3	4	
Svenska i affärlivet	3	20	Oulun ope	x	x			
Suomen kieli ja viestintä	1,5	4	OiPe	x	x			
Tietotekniikka	1,5	12	MiLi	x	x			
Ruoanvalmistus ja tarjoilun perusteet	8	30	JuAn	x	x			
Alkoholilainsäädäntö	1,5	8	PuRi	x	x			

Majoitusliiketoiminta	3	10	PiMi	x	x			
Laskentatoimen perusteet	3	20	Oulun ope	x	x			
Talousmatematiikka	3	20	Oulun ope	x	x			
Svenska i affärslivet 2	3	20	Oulun ope			x	x	
Kokous- ja neuvottelutaito	3	14	Oulun ope			x	x	
Ruokapalveluiden ateriasuunnittelu	6	26	VaTe/PuRi/JuAn			x	x	
Viinit ja alkoholijuomat	3	20	JuAn			x	x	
Palvelujen markkinointi	3	14	HuPe			x	x	
Esimiehen juridinen osaaminen	4	18	Oulun ope			x	x	
Johtaminen ja esimiesviestintä	4	18	KyEs			x	x	
Opintojen ohjaus/tuutorointi		14	JuAn/LeMa					

## SCHOOL OF HEALTH AND SPORTS

## DEGREE PROGRAMME SPORTS AND LEISURE MANAGEMENT

SPO10S/Partanen,Takala				Autumn		Spring	
Course	cr	hours	Teacher	1	2	3	4
Personal Development Programme	5	40	TaKa				
Personal Development Programme, ICT		26	MiLi				
Interpersonal Skills	3	40	PajOla				
Finnish I, suomalaisille	3	40	PuMa		x		
Finnish II, suomalaisille,	3	40	PuMa			x	
Svenska för Idrottsbranchen,	3	40	HäJa		x		
Basics of Sports and Leisure kaikille	3	40	HäJa	x			
Finnish for foreigners I, vaihtoopiskelijat	3	40	LaAi	x	x		
Finnish for foreigners II, ulkomaiset opiskelijat	3					x	
Anatomy and Physiology 5, koord	5	66	RomTai,PajOja,PaSi	x	x		
Exercise Physiology	4	26					x
Applied Physical Education, SPO9S mukana	3	40	Samu Tuomaala?				x
Gym training	3	40	KerKai			x	
Human motor development	3	40	PajOla,KerKai		x		
Couching I	3	40	PajOla				x
Exercise and Health Counseling	3	40	PaaLii			x	
Nutrition	3	40	VaTe	x			
Downhill skiing	3	40	ParKar			x	
Ball sports 5	3	40	NysAle			x	
Ball sports 5	2		NysAle				x
Aquatics	3	40	NysAle	x			
Musical exercise	3	40	Marika Räihä	x	x		

SPO9S/Partanen				Autumn		Spring	
Course	cr	hours	Teacher	1	2	3	4
Coaching Communication Skills	3	40	HäJa	x			
First Aid and Health Risks	3	32	SepJuk			x	
Introduction to Physical Education	5	65	PajOla,KerKai	x			
Instructing to Health Enhancing Physical Activity	3	40	NysAle			x	
Introduction to Business Operations,	3	40	opehakalta		x		
Introduction to Marketing	4	52	HuPe			x	
Introduction to Management accounting	3	40	JoRa				x
Project Management, R&D	5	52	StPe,NysAle	x			x
Product Development, Anas R&D	3	20	AlAn				x
Ice Sports	3	40	ParKar	x			
Skiing and Outdoor Activities	4	26	ParKar			x	

Skiing and Outdoor Activities, canoeing	2	26	StPe				x
Gymnastics	3	40	KerKai,PajOla				x
Athletics	2	40	PajOla	x			
Introduction to Research	3	40	TaKa			x	
Practical Training 4 opisk	9		PajOla,NysAle,ParKar,TaKa,PaaLii			x	x
Applied Physical Education, SPO10S mukana							

## DEGREE PROGRAMMES IN FINNISH (SPORTS)

SLO10S/Leskinen							
Opintojakso	op	h	opettaja	1	2	3	4
Tietotekniikka ja opiskelutaidot	2	16	useita opettajia	x	x	x	x
Tietotekniikka ja opiskelutaidot	2	16	HäMa	x			
Bygg upp din svenska, yhdessä STH9S	-1,5		EnMe	x			
Svenska för idrottsbranschen	3	40	HäJa		x		
Painless english	-1,5	20	KoKi		x		
English for Health and Sports	3	40	HäJa			x	
Viestintä ja yhteistyöosaaminen	3	40	PuMa		x		
Anatomia	2	26	LePi,NeVi	x	x		
Fysiologia	4	26	LePi,NeVi		x	x	
Ihmisen motorinen kehitys	3	40	PajOja,KerKai				x
Kuormitusfysiologia	3	40	Vuokatistaope				x
Liikunta ja terveysneuvonta	3	40	PaaLii		x		
Terveiden ja hyvinvoinnin edistämisen perusteet	3	2	KemJaa				
Ravitsemuksen perusteet	3	40	VaTe				
Käyttäytymistieteet	3	40	KerKai,Liukkonen	x	x		
Vuorovaikutustaidot	3	40	ParMat	x	x		
Hiihto ja rinnehihto vk 7	4	48	ParKar			x	
Vesiliikunta	5	60	Nevi,NysAle,Läätti			x	x
Musiikkiliikunta	3	40	KerKai	x			
Pallopelien perusteet	3	40	NysAle			x	
Pallopelit ja pelikäsitys (slau011)	3	40	ParKar				x
Ensiapu ja turvallisuus	1	13	SieRii				x
Terveysliikunnan perusteet	3	40	KerKai		x		
Kuntosaliharjoittelu	3	20	KerKai				x

SLO9S Nyström							
Opintojakso	op	h	opettaja	1	2	3	4
Projektitoiminta, (slap001)	3	40	PiMi,NysAle	x			
Liikuntakasvatuksen perusteet (slak001)	3	40	NysAle,LePi	x			

Valmennuksen perusteet (slvv001)	3	40	PajOja,KerKai		x		
Lihashuolto ja ergonomia	3	40	Määllk			x	
Luistelu ja jääpelit (slau015)	3	40	ParKar			x	
Luontoliikunta ja suunnistus (slau003)	3	40	KeMi				x
Yleisurheilu (slau004)	3	40	PajOla	x			
Voimistelu (slau006)	4	52	KeKa			x	
Tarkkuus- ja mailapelit (slau014)	3	40	Pertti Oja				x
Liikunta yhteiskunnassa (slay002) Kuusamo? To-pe	4	40	OKL		x		
Asiakassuuntainen markkinointi (slpy001)	3	40	VäMe				x
Liikuntayrittäjyyden perusteet,? (slpy002)	3	40	HuAr			x	
Yritysoikeus ja liikunta-alan juridiikka	3	40	JuHa			x	
Johtaminen ja esimiestyö(slp003)	3	40	asiantuntija			x	
Tutkimustoiminta (slat001)	3	40	TaKa		x	x	
Orientoiva harjoittelu 7 opisk ( 43-48?), opisk 21	9		KerKai,PajOja,LePi,ParKar		x		

SLO8S/Partanen							
Opintojakso	op	h	opettaja	1	2	3	4
Johtaminen ja esimiestyö(slp003)	3	30	asiantuntija				
Ensiapu ja turvallisuus (slah004)	3	32	SieRii				
Yritysoikeus ja liikunta-alan juridiikka (slay001)	3	40	JuHa				
English for Sport Instruction (slpv005)	3	40	HäJa				
<i>Vaihtoehtoiset ammattiopinnot</i>	12						
<i>Terveysliikunta</i>							
Terveysliikuntavalmennus ( 3op yrittäjyys ja matkailu)	6	80	ParKar	x	x		x
Soveltava liikuntakasvatus (slvt002)	3	40	OKL				
Liikunnan soveltaminen 6 op , pitkäaikaissairaudet	1,5	20	Nevi	x			
Liikunnan soveltaminen, mielenterveys	1	14	AntKri	x			
Liikunnan soveltaminen, Liikuntavammat	0,5	6	asiantuntijalääkäri			x	x
Liikunnan soveltaminen, Liikunta eri sairauksien yhteydessä	1	13	KerKai	x			
Liikunnan soveltaminen, Vanhusvalmentaja		16	LePi			x	x
Liikunnan soveltaminen, Liikuntaneuvonta matala kynnyks	2	10	PaaLii	x	x	x	
Hyvinvointilajit, Terapeuttinen tanssi		10	RaTe			x	x
Hyvinvointilajit. Method-putkisto		6	Helka Leimu-Pelkonen			x	x
Hyvinvointilajit, Jooga tai ji		8	KerKai			x	x
Hyvinvointilajit, ratsastusterapia		4	Mattila-Rautiainen Sanna			x	x
Hyvinvointilajit, rentoutumisen tekniikat		4	KeiKai			x	x
<i>Yrittäjyys ja matkailu integroitu marata?</i>							
Luonto- ja liikuntamatkailu (slvy001)	6	80				x	x
Liikuntamatkailun tuotteistaminen, matkaili+tervliik (slvy004)	6	80	PiMi			x	x
<b>Valmennus</b>							
Valmennuksen perusteet (slvv001)	3	20	Vuokatti			x	x
Valmennusprosessin johtaminen (slvv004)	3	20	Vuokatti	x	x		

Fyysisten ominaisuuksien kehittäminen (slvv002)	6	80	Vuokatti			x	x
Harjoittelun suunnittelu ja seuranta (slvv003)	6	30	Vuokatti			x	x
<b>Perusharjoittelu 1(120 )</b>	9		KerKai,NysAle,ParKar,PajOja		x		
<b>Syventävä harjoittelu (160 h)</b>	12		LaLe,PajOjaKerKai,ParKar,LePi			x	x
Opinnäytetyö, aiheanalyysi	3	20	KeKa				
Opinnäytetyön ohjaus			NysAle,LePi,ParKar,PajOja,PaalLii,KerKai	x	x	x	x
Opinnäytetyön suunnitelma	3	20	KerKai			x	

<b>SLO7S/Nyström</b>							
Opintojakso	op	h	opettaja	1	2	3	4
Opinnäytetyö, esitykset	9	30	OiAr		x		
Asiakirjoittaminen, opinnäytetyö		8	PuMa	x			
Abstraktit		2	HäJa	x			
Kypsyysnäytteet			PuMa,OiAr		x		
Opinnäytetyön ohjaus			NysAle,TaKa,PaalLii,ParMat,LePi	x	x		
<b>Vaihtoehtoiset ammattiopinnot</b>							
<i>Terveysliikunta</i>							
Terveysliikunnan ohjaaminen, koord (slvt003)	6	80	PaalLii,LePi	x			
<i>Yrittäjyys ja matkailu 3 opisk.</i>							
Henkilöstöjohtaminen (slvy005)	3	40		x			
Seikkailukasvatus, kaikille vehdoille (slvy002)	3	40	KeMi	x	x		
Luonto- ja liikuntamatkailun järjestäminen	4	52	KoPa	x			
<i>Talvilajien valmennus 1 opisk</i>							
Harjoittelun suunnittelu ja seuranta (slvv003)	6	60	Vuokatistaope	x	x		
Valmennuksen perusteet (slvv001)	3	40	Vuokatistaope	x	x		
Valmennuksen erityiskysymykset (slvv005)	3	40	Vuokatistaope	x	x		
syventävä harjoittelu ja vehtovastaavuus valmennus				x	x		

TUTORING STUDENTS 2010 - 2011			
Ryhmä	Nimi	sähköposti: ryhmäkoodi@kajak.fi	
KAT8O	Patana Teemu	KAT8STeemuP	KV
KAT8S1	Hassinen Timo	KAT8STimoH	
KAT8S1	Hyttinen Jussi	KAT8SJussiH	
KAT8S1	Mourujärvi Niko	KAT8SNikoM x)	KV
KAT8S2	Salo Joni	KAT8SJoniS	
KAT9PS	Salo Ville	KAT9SVilleSa	
KAT9PT	Tukiainen Reno	KAT9SRenoT	vastuutuutori
KAT9S	Leino Ilkka	KAT9SIikkaL	
KAT9SPG	Paldanius Marita	KAT9SMaritaP	
KBI8I	Saarenpää Riina	KBI8IRiinaS	vastuutuutori, KV
KHL7A	Heikkinen Aapo	KHL7SAapoH x)	
KHL7C	Nevalainen Janne	KHL7SJanneN x)	KV
KHL7O	Heikkinen Mira	KHL7SMiraH	
KHL7O	Karjalainen Katja	KHL7SKatjaK	
KHL8C	Rissanen Jaakko	KHL8SJaakkoRi	
KHL9A	Heikkinen Tea	KHL9STeaH	
KHL9B	Karjalainen Petri	KHL9SPetriK	
KHL9B	Korhonen Heta	KHL9SHetaK	
KHL9B	Kuukasjärvi Miira	KHL9SMiiraK	
KHL9B	Mikkola Marjut	KHL9SMarjutM	
KHL9C	Olkkonen Katariina	KHL9SKatariinaO	
KHL9C	Valjus Heikki	KHL9SHeikkiV	
KHL9S	Heikkinen Ville	KHL9SVilleH	
MMM7M	Leinonen Jenni	MMM7MJenniL	KV
MMM7M	Komulainen Tuire	MMM7MTuireK	
MMM7M	Turunen Teemu	MMM7MTeemuT x)	tuutorivastaava, KAMO
MMM7M	Viitala Katariina	MMM7MKatariinaV	KV
MMM8M	Eskelinen Laura	MMM8MLauraE	
MMM8M	Kauppinen Outi	MMM8MOutiK	
MMM8M	Tyni Maria	MMM8MMariaT	KV
MMM9M	Auvinen Hanna	MMM9MHannaA	
MMM9M	Golub Alona	MMM9MAlonaG	KV
MMM9M	Limnell Saara	MMM9MSaaraL	vastuutuutori
MMT8T	Holmström Mari	MMT8TMariH	KV
MMT9T	Kauppinen Heidi	MMT9THeidiK	KV
SLO7S	Pyykölä Jonna	SLO7SJonnaP	
SLO8S	Hiltunen Tommi	SLO8STommiH x)	
SLO8S	Leinonen Emma	SLO8SEmmaL	
SLO8S	Lotvonen Miika	SLO8SMiikaL	
SLO8S	Mäkäräinen Asko	SLO8SAskoM	



SLO8S	Paavola Katri	SLO8SKatriP	
SLO8S	Repola Jaakko	SLO8SJaakkoR x)	
SLO8S	Roivainen Päivi	SLO8SPäiviR x)	KV
SLO9S	Kampman Julia	SLO9SJuliaK	
SLO9S	Kyllönen Petri	SLO9SPetriK	vastuutuutori
SLO9S	Salminen Ella	SLO9SEllaMS	KV
SLO9S	Tommila Elina	SLO9SElinaT	
SPO9S	Aaltonen Tommi	SPO9STommiA	KV
SPO9S	Bergqvist Mira	SPO9SMiraB	KV
STH7S	Eskelinen Niina	STH7SANiinaE	
STH8K	Vierimaa Antti	STH8KAnttiV x)	
STH8SB	Halkola Henna	STH8SBHennaH x)	
STH8SB	Heikkinen Heidi	STH8SBHeidiH	KV
STH8SB	Kangas Eveliina	STH8SBEveliinaK	
STH8SB	Kilpeläinen Sanna	STH8SBSannaK	KV
STH8SC	Tyni Elina	STH8SCElinaT x)	KV
STH9SA	Ala-Pönttiö Tiina	STH9SATiinaA	vastuutuutori, KV
STH9SB	Kauppila Eveliina	STH9SBEveliinaK	
STH9SC	Sutinen Santeri	STH9SCSanteriS	
TRT8S	Shagimardanova Ilona	TRT8SIlonaS x)	KV
TTI7S	Lehtinen Matti	TTI7SMattiL	
TTI7S	Piirainen Jarkko	TTI7SJarkkoP	
TTI7S	Pulkinen Petri	TTI7SPetriP	
TTI8S	Ikonen Reijo	TTI8SReijol	
TTI8S	Juvonen Mikko	TTI8SMikkoJ	
TTI8S	Kilpeläinen Markus	TTI8SMarkusK	
TTI8S	Leinonen Pasi	TTI8SPasiL x)	KV-vastaava, KAMO
TTI9S	Haataja Antti	TTI9SAnttiH	
TTI9S	Ikonen Teemu	TTI9STEemul	vastuutuutori, KV
TTI9S	Juurelma Jesse	TTI9SJesseJ	
TTI9S	Korhonen Heikki	TTI9SHeikkiK	
TTI9S	Tolonen Antti	TTI9SAnttiT	
TTI9S	Väisänen Sami	TTI9SSamiV	

**KAJAANI UAS STAFF 2010–2011****Attachment 5****Changes Possible**[kajaanin.amk@kajak.fi](mailto:kajaanin.amk@kajak.fi)[etunimi.sukunimi@kajak.fi](mailto:etunimi.sukunimi@kajak.fi)

Switchboard (08) 618 991

Computer HelpDesk 6189 9400, (internal) 99400

Janitor Help 044 7101 111, (internal) 61 99111

(Changes possible, please check the phone numbers from [www.kajak.fi](http://www.kajak.fi) > esittely > yhteystiedot > Sinfoweb)

**TUKIPALVELUT / SUPPORT SERVICES**

Kilpeläinen Turo	rehtori, President	6189 9600
Mäkinen Merja	hallinto- ja talousjohtaja, Director for Administration, Finance and Resources	6189 9601
Sievänen Teija	johdon assistentti, Management Assistant	6189 9602
Aho Teemu	atk-suunnittelija	HelpDesk
Haapavaara Marja	opintosihteeri/sairaanhoitajat, terveydenhoitajat, liikunnanohjaajat/ aikuiskoulutus, virtuaaliopinnot	6189 9632
Happo Eila	opintosihteeri/restonomi	6189 9610
Hyvönen Risto	tietohallintopäällikkö	044 7101 615
Härkönen Satu	laskentasihteeri	6189 9604
Juntunen Eeva	taloushallinnon toimistosihteeri	6189 9649
Kaikkonen Meira	kv-suunnittelija, International Office	6189 9617
Karjalainen Jarno	atk-suunnittelija	HelpDesk
Karjalainen Marita	opintosihteeri/insinöörit	6189 9611
Kemppainen Eero	vahtimestari, Janitor	044 7101 111
Kemppainen Tuula	atk-suunnittelija/kirjasto	HelpDesk
Lappalainen Eija	välinehuoltaja	044 7101 627
Moilanen Mika	käyttöpäällikkö	HelpDesk
Niiranen Esa	atk-suunnittelija	HelpDesk
Puskala Pasi	kuraattori, School Welfare Officer	044 7101 250
Rahikkala Annamajja	opintosihteeri/sairaanhoitajat, terveydenhoitajat, liikunnanohjaajat	6189 9612
Rinne Anu	toimistovirkailija, infon / vahtimestarin sijainen TA1	6189 9375
Rivinoja Seppo	järjestelmäsiantuntija	HelpDesk
Sievers Kirsi	kv-suunnittelija, opintoasiat/vieraskielinen koulutus / International Study Office	6189 9616
Sissala Ainomarija	opintoasiainpäälikkö, Head of Study Affairs	6189 9618
Suutari Merja	opintosihteeri/tradenomit	6189 9454
Utriainen Jari	vahtimestari, Janitor	044 7101 111
Vaattovaara Päivi	opintoasiainsuunnittelija (hakutoimisto ja rekrytointipalvelut)	6189 9648
Väisänen Jouni	atk-suunnittelija	HelpDesk
Markkinointi	Kumara Mervi	markkinointiassistentti / Marketing Assistant
Markkinointi	Miinalainen Petri	markkinointipäällikkö / Marketing Manager

**YRITYSPALVELUT / TRAINING AND SERVICES****AIKOPA – aikuis- ja täydennyskoulutuspalvelut, Linnankatu 6**

Honkanen Tuula	johtaja	040 5759 242
Yli-Houhala Rauni	kehitysjohdaja	044 7101 630
Korhonen Arja	kurssisihteeri	044 7101 395
Korhonen Saara	kurssisihteeri	044 7101 135
Ovaska Anneli	kurssisihteeri	044 7101 306
Pyykkönen Eeva-Liisa	koulutussuunnittelija, kielet, kulttuuri ja viestintä	044 7101 634
Pötsönen Riikka	koulutussuunnittelija, sosiaali-, terveys- ja liikunta-ala (sijaisena Arpala Raila 31.12.2010 saakka)	044 7101 633
Rajander Tuula	koulutussuunnittelija, yhteiskuntatieteiden-, liiketalouden ja hallinnon ala	044 7101 518
Tikkanen Hannu	tekniikan ja liikenteen ala	044 7101 631

**Tutkimus – ja kehitysyksikkö / R&D, Tieto 3**

Määttä Mika	johtaja	6189 9607
Haverinen Tuula	suunnittelija	044 7101 008
Heiskanen Tuula	tutkija	044 7101 282
Honka Lauri	projektipäällikkö/Itä-Suomen amk:t, Venäjä-yhteistyö	044 7101 464
Huusko Anu	projektipäällikkö/Matkailupalvelujen tuotekehitys TUTKA	044 7101 514
Juntunen Anitta	projektipäällikkö/Hyvinvointitekniikan kehittäminen, yliopettaja	6189 9226
Karjalainen Seija	projektipäällikkö	044 7101 156

Keränen Mika	projektiasiantuntija	6189 9660
Kyllönen Päivi	projektiasistentti	6189 9609
Kyyrä Sanna	matkailualan tutkija	044 7101 017
Martikainen Anu	projektisihteeri	044 7101 113
Meriläinen Airi	laativastaava	6189 9638
Määttä Anne	matkailualan t&k -koordinaattori	6189 9467
Romppainen Mikko	ohjelmistosuunnittelija	6189 9661
Räisänen Päivi	projektiasistentti	044 7101 405
Saloheimo Mika	matkailusuunnittelija	044 7101 369

#### KIRJASTO –JA TIETOPALVELUT / LIBRARY AND INFORMATION SERVICES:

LAINAUKSET		6189 9505
Karjalainen Riitta-Liisa	kirjaston johtaja	6189 9500
Hihnala Airi	informaatikko	6189 9501
Kenttälä Anne	tietopalvelusihteeri	6189 9502
Lokkila Raija	kirjastoapulainen	6189 9509
Mannberg-Palmu Virva	tietopalvelusihteeri	6189 9503
Pyykönen Juha	projektipäällikkö (31.12.2010 saakka)	044 7101 511
Salomäki Irene	osa-aik. informaatikko	040 8330 923
Soininen Merja	tietopalvelusihteeri	6189 9504

#### TRADENOMIKOULUTUS / SCHOOL OF BUSINESS

ItHe	TA1	Itkonen Heli	koulutusjohtaja, Head of School	6189 9447
SuMe	TI3	Suutari Merja	opintosihteeri	6189 9454
	TI3	Sievers Kirsi	opintosihteeri, International Business / Study secretary, BBA	6189 9616
				044 7101 616
JoRa	TA1	Jormakka Raija	opinto-ohjaaja, Study Councillor	6189 9446
AlAn	TA1	Al Natsheh Anas	yliopettaja, International Business and Management, t&k- aktivaattori, Senior Lecturer, R&D	6189 9427
BrSs	TA2	Brunou Sini-Sirkka	englanti, ranska, espanja / Spanish, English, French	044 7101 022
	TA2	Enberg Merja	englanti, ruotsi, ranska / English, French, Swedish	044 7101 146
	TA2	Haack Jaana	ruotsi, englanti / Swedish, English	044 7101 023
HaMa	TA1	Haataja Matti	juridiikka, laskentatoimi	6189 9464
HaSi	TA1	Haataja Sirpa	tietojenkäsittely, harjoittelukoordinaattori (tietojenkäsittely)	6189 9311
HeLe	TA1	Heikkinen Leena	tietojenkäsittely, virkavapaalla 2010–2011	6189 9367
HeSe	TA2	Heikkinen Seija	englanti, venäjä / English, Russian	044 7101 334
HuAr	TA1	Huhtanen Arto	yrittäjä	044 7101 033
HäMa	TA1	Härkönen Matti	tietojenkäsittely	6189 9368
JoRa	TA1	Jormakka Raija	laskentatoimi, opinto-ohjaaja	6189 9446
JuHa	TA1	Juntunen Hannu	juridiikka	6189 9433
KaTa	TA1	Karjalainen Tarja	tietojenkäsittely, koulutusohjelmavastaava / tietojenkäsittelyn ko.	6189 9368
KaEr	TA2	Karppinen Erja	ruotsi ja englanti, kv-koordinaattori / English, International Coordinator / Business	044 7101 024
	TA1	Kauppinen Teppo	tietojenkäsittely, laboratoriodien assistentti	044 7101 123
	TA1	Keränen Mika	projektiasiantuntija/pelimoottorin pääohjelmoija	6189 9660
KISa	TA1	Klemetti Sanna-Maria	juridiikka	6189 9433
KoRu	TA1	Komulainen Roney	kiinan kieli, International Business / Chinese	6189 9432
KoJa	TA1	Koponen Janne	tietojenkäsittely	6189 9301
KoKi	TA2	Korkealehto Kirsi	saksa, englanti, italia / German, English, Italian	6189 9430
	TA1	Korkealehto Tiina	yrittäjä, markkinointi	044 7101 026
	TA2	Kourula Outi	ruotsi	044 7101 609
	TA1	Kyyhkynen Esa	kansantalous, yrittäjä, markkinointi / Marketing, Business Operations	
LaAi	TA1	Lappalainen Aino	yliopettaja, suomen kieli ja viestintä / Finnish	6189 9435
LaJa	TA1	Lappalainen Jaana	yliopettaja, laskentatoimi ja yrittäjä	6189 9457,
				044 7101 457
MaPä	TA1	Malinen Päivi	kansantalous/yrittäjä, koulutusohjelmavastaava / liiketalouden ko.	6189 9455
MaSa	TA1	Malm Sami	juridiikka, laskentatoimi, koulutusohjelmavastaava/ Head of Degree Programme on International Business	6189 9465
MiLi	TA1	Mikkonen Liisa	tietojenkäsittely, projektioinnit	6189 9206
MuRa	TA1	Mustonen Raimo	tietojenkäsittely	6189 9362
MäSi	TA1	Määttä Simo	tilasto- ja talousmatematiikka	6189 9363
PaTi	TA1	Partanen Timo	tietojenkäsittely	6189 9376
PeEi	TA1	Pekkonen Eija	yrittäjä, laskentatoimi	6189 9438
PiLe	TA1	Piirainen Leena	asiakaspalvelu, suomen kieli ja viestintä	6189 9437
PiVe	TA1	Piirainen Veli-Pekka	tietojenkäsittely, projektipäällikkö/Simu-peliprojekti	6189 9337
			ohjelmistosuunnittelija/pelimoottorihjelmoija	6189 9661

ScHi	TA1	Schroderus Hilikka	tekstinkäsittely ja toimistotekniikka	6189 9426
SeMt	TA1	Seppälä Maritta	yrittäjäyys, laskentatoimi, yritystalous	6189 9323
SiHa	TA1	Siipola Hannele	yrittäjäyys ja johtaminen, harjoittelukoordinaattori (liiketalous)	6189 9461 044 7101 017
SiJu	TA1	Sirviö Jukka	talous – ja tilastomatematiikka, tutkimustoiminta	044 7101 034
	TA1	Sweetman Nick	tietojenkäsittely	044 7101 499
TeAr	TA1	Teirilä Ari	talous – ja tilastomatematiikka, työjärjestykset	6189 9450
TePe	TA1	Tervonen Pekka	yrittäjäyys	044 7101 035
	TA1	Tolonen Joonas	tietojenkäsittely	044 7101 516
VuMa	TA1	Vuorinen Maarit	mainonta ja liikeviestintä, virkavapaalla 21.3.2011 saakka	6189 9429
VäMe	TA1	Väisänen Mervi	markkinointi	6189 9431
	TA1	Ylikangas Timo	peliliiketoiminta	044 7101 388

## RESTONOMIKOULUTUS / SCHOOL OF TOURISM

ItHe	TA1	Itkonen Heli	koulutusjohtaja / Head of School	6189 9447
HaEi	TI3	Happo Eila	opintosihteeri	6189 9610
	TI3	Sievers Kirsi	opintosihteeri, Tourism / Study Secretary, Tourism	6189 9616
VaTe	TA2	Vainikka Teija	opinto-ohjaaja / Study Councillor	044 7101 019
HuPe	TA2	Huusko Perttu	markkinointi / Marketing	044 7101 013
JuAn	TA2	Juntunen Anna-Maija	ruokapalvelut	044 7101 014
KaAn	TA2	Karppinen Anneli	matkailupalvelujen markkinointi, kv-koordinaattori / Marketing, International Coordinator	044 7101 015
KeMi	TA2	Keränen Mikko	matkailu, <b>koulutusohjelmavastaava</b> / Head of Degree Programme in Tourism	044 7101 620
KoPa	TA2	Korhonen Pasi	vt. yliopettaja, matkailu	044 7101 360
JäAn	TA2	Määttä Anne	matkailu, t&k- aktivaattori	044 7101 400
OiPe	TA2	Oikarinen Pekka	kulttuuri ja viestintä,	044 7101 399
PiMi	TA2	Pietarinen Mika	matkailuaineet, projektiopinnot, yritystalous, harjoittelukoordinaattori	044 7101 016
SeMa	TA2	Seppi Marjaana	englanti, ruotsi	044 7101 027
StPe	TA2	Stricker Peter	Tourism, Business, Marketing	044 7101 018
VaTe	TA2	Vainikka Teija	ravitsemus- ja ruokapalvelut, opinto-ohjaaja	044 7101 019
VäMe	TA1	Väisänen Mervi	<b>koulutusohjelmavastaava</b> / matkailun ko. ja palvelujen tuottamisen ja johtamisen ko.	044 7101 421 6189 9431

## SAIRAANHOITAJA, TERVEYDENHOITAJA – JA LIIKUNNANOHJAAJAKOULUTUS / SCHOOL OF HEALTH AND SPORTS

HeEi	TA2	Heikkinen Eija	koulutusjohtaja / Head of School	6189 9202
RaAn	TI3	Rahikkala Anna-Maija	opintosihteeri	6189 9612
	TI3	Haapavaara Marja	opintosihteeri, aikuiskoulutus	6189 9632
	TI3	Sievers Kirsi	opintosihteeri, Sports and Leisure Management / Study Secretary, Sports	6189 9616 044 7101 616
Rall	TA2	Rautiainen Ilmi	opinto-ohjaaja	6189 9236
AntKri	TA2	Anttonen Kristiina	hoitotyö, t&k- aktivaattori	6189 9203
ArRa	AIKOPA	Arpala Raila	hoitotyö (virkavapaalla 31.12.2010 saakka)	6189 9256
EkAn	TA2	Eklund Anna-Leena	hoitotyö, <b>koulutusohjelmavastaava</b> / hoitotyön ko.	6189 9224
HäJa	TA2	Härkönen Jaana	ruotsi ja englanti, kv-koordinaattori	044 7101 028
Jolr	TA2	Jokelainen Irja	hoitotyö	6189 9229
JuAn	TI3	Juntunen Anitta	TUKE, projektipäällikkö, yliopettaja	6189 9226
KarAn	TA2	Karhu Anne	liikunta-alan ammattiaineet (virkavapaalla 15.5.2011 saakka)	044 7101 519
KempJaa	TA2	Kemppainen Jaana	hoitotyö	6189 9252
KeKa	TA2	Keränen Kaisa	liikunta	6189 9223
KeMa	TA2	Ketola Maire	hoitotyö, harjoittelukoordinaattori	6189 9220
LeiRa	TA2	Leinonen Rauni	yliopettaja, hoitotyö	6189 9228
LeLe	TA2	Lerssi Leena	työsuojeluvaltuutettu, hoitotyö	6189 9420
LePi	TA2	Leskinen Pirjo	kuntoutus, koordinaattori: Myötätuuli	044 7101 629
	TA2	Linnola Ville	Myötätuuli, liikunnanohjaaja	044 7101 162
MiKa	TA2	Mikkonen Kaisa	hoitotyö	6189 9219
NeVi	TA2	Neuvonen Virpi	hoitotyö, projektipäällikkö Virtuaalikympy	6189 9210
NiSi	TA2	Niskanen Sirkka-Liisa	yliopettaja, terveydenhoitotyö, <b>koulutusohjelmavastaava</b> / sosiaali- ja terveysalan johtamisen ja kehittämisen ko., Kliinisen asiantuntijan ko.	6189 9216
NysAle	TA2	Nyström Aleks	liikunta-alan ammattiaineet, t&k- aktivaattori	044 7101 030
OiAr	TA2	Oikarinen Arja	hoitotyö	044 7101 038
Oiju	TA2	Oikarinen Juha	hoitotyö	6189 9671
	TA2	Paavola Liisa	projektipäällikkö Liikuntaosaamisen kehittäminen (Kuusamo)	044 7101 519
	TA2	Pajala Olavi	liikunta-alan ammattiaineet	
ParKar	TA2	Partanen Kari	liikunta-alan ammattiaineet, <b>koulutusohjelmavastaava</b> / Head of	044 7101 031

Degree Programme in Sports and Leisure Management				
ParMat	TA2	Parviainen Matti	hoitotyö	6189 9230
PaSi	TA2	Parviainen Sirpa	hoitotyö	6189 9222
PauTai	TA2	Paulomäki Taina	hoitotyö	6189 9258
PorTiina	TA2	Poranen Tiina	hoitotyö	044 7101 506
PuMa	TA2	Punta-Saastamoinen Maija-Liisa	suomen kieli ja viestintä	6189 9227
Rall	TA2	Rautiainen Ilmi	hoitotyö, opinto-ohjaaja	6189 9236
RaTe	TA2	Ravelin Teija	hoitotyö	6189 9203
	TA2	Riekkö Raija	Jobstep-yhdyshenkilö	044 7101 163
RiTi	TA2	Rissanen Tiina	terveydenhoitotyö	6189 9201
RomTaina	TA2	Romppanen Taina	hoitotyö	044 7101 039
RuoMe	TA2	Ruotsalainen Mervi	luonnontieteelliset aineet, työjärjestykset	6189 9241
SepJuk	TA2	Seppänen Jukka	hoitotyö	044 7101 032
SieRii	TA2	Sievänen Riitta	hoitotyö	6189 9262
SiSe	TA2	Siivola Selja	yhteiskuntatieteelliset aineet	6189 9247
TaKa	TA2	Takala Katri	liikunta-alan ammattiaineet, <b>koulutusohjelmavastaava</b> / liikunnan ja vapaa-ajan ko.	044 7101 625
	TA2	Turpeinen Niina	Myötätuuli, terveydenhoitaja	044 7101 647

## INSINÖRIKOULUTUS / SCHOOL OF ENGINEERING

KäJa	TA1	Kähkönen Jari	koulutusjohtaja / Head of School	6189 9303
KaMa	TI3	Karjalainen Marita	opintosihtööri	6189 9611
KuJa	TA1	Kurtelius Jari	opinto-ohjaaja	6189 9318
AgPe	TA1	Agarh Pekka	kiinteistöpidon atk-ohjelmat, rakentamistalous ja kiinteistönhoito	6189 9316
AiRi	TA1	Airaksinen Risto	<b>koulutusohjelmavastaava</b> / tietotekniikan ko.	6189 9325
HaPa	TA1	Haataja Pasi	rakennustekniikka	
HaJa	TA1	Happonen Jarmo	tietokoneavusteinen tuotanto, kv-koordinaattori	044 7101 619
HeMa	TA1	Heikkinen Markku	kehitysinsinööri	044 7101 307
HeMi	TA1	Heikkinen Mikko	tuotantotekniikka	6189 9329
HeJU	TA1	Heino Jukka	tietoliikennetekniikka	6189 9306
	TA1	Heino Kyösti	rakennustekniikka	
HiHa	TA1	Hietala Hannu	rakennustekniikka	044 7101 036
HiPe	TA1	Hiltunen Petri	projektityöntekijä, ajoneuvojen tietojärjestelmät	044 7101 122
HoHa	TA1	Honkanen Harri	sähkövoimatekniikka	6189 9345
	TA1	Huovinen Kari	projektipäällikkö/eTest3	044 7101 038
HuJa	TA1	Hurskainen Raimo	huoltotekniikka	6189 9372
Häni	TA1	Härkönen Niilo	materiaalitekniikka	6189 9349
JuPe	TA1	Juntunen Pekka	kehitysinsinööri, elektroniikkatuotanto	6189 9310
	TA1	Karjalainen Katja	projekti-insinööri/Mewex	6189 9653
KaMa	TA1	Karppinen Markku	kehitysinsinööri	6189 9373
KiAs	TA1	Kinnunen Asko	elektroniikan testaustekniikka, t&k -aktivaattori	6189 9365
	TA1	Kauppinen Jarno	projekti-insinööri/eTest3	6189 9463
KoKa	TA2	Korhonen Kaisu	yliopettaja kielet, englanti	6189 9320
	TA1	Korhonen Tanja	projektipäällikkö, ajoneuvojen tietojärjestelmät	044 7101 009
KuJa	TA1	Kurtelius Jari	yliopettaja, rakennustekniikka, opinto-ohjaaja <b>koulutusohjelmavastaava</b> / rakennustekniikan ko., kv-koordinaattori	6189 9318
KäTi	TA1	Kärkkäinen Tiina	kehitysinsinööri	6189 9358
LeSa	TA1	Leinonen Sanna	kaivostuotanto, <b>koulutusohjelmavastaava</b> /kone- ja tuotantotekniikan ko.	044 7101 632
	TA1	Levy Kimmo	projektityöntekijä	044 7101 125
MuAn	TA1	Muhonen Antti	rakennusten home- ja kosteusvauriot, rakennusalan tuotantotekniikka	044 7101006
MuAl	TA1	Mustonen Allan	rakennusten laitetekniikka	
MäEl	TA1	Määttä Eljas	yliopettaja, matemaattiset aineet	6189 9322
PaAr	TA1	Partanen Arto	sulautetut järjestelmät, projektipäällikkö/CreaVehicle	6189 9369
PeJu	TA1	Peuraniemi Juha	rakennus – ja kaavoituslainsäädäntö	
PIEs	TA1	Piirainen Esa	fysiikka	6189 9351
PIEe	TA1	Pikkarainen Eero	yliopettaja, mekatronikka	6189 9346
PuAr	TA1	Pulkkinen Ari	kehitysinsinööri	6189 9331
RaTu	TA1	Rantala Tuomo	matemaattiset aineet, kv-koordinaattori	6189 9333
RoPe	TA1	Romppainen Pentti	yliopettaja, fysiikka, projektipäällikkö/Mewex	044 7101 007
RäSa	TA1	Räsänen Sami	tietotekniikka, robotiikka, projektipäällikkö	044 7101 366
SiRa	TA1	Simanainen Raili	ohjelmistotekniikka	6189 9312
SiAr	TA1	Sirviö Arja	matematiikka ja fysiikka	6189 9348
SoEe	TA1	Soininen Eero	suomen kieli ja viestintä, harjoittelukoordinaattori	6189 9352
Tals	TA1	Talus Ismo	laboratorioinsinööri	6189 9354
TiMa	TA1	Tiainen Matti	rakennustekniikka	6189 9353

TuKe	TA1	Tuikka Keijo	kiinteistöliiketoiminnan perusteet	
ViOI	TA1	Virmajoki Olli	ohjelmistotekniikka	6189 9326

#### MYÖTÄTUULI LEARNING CLINIC

Taito 2

		Ajanvaraukset		6189 9209
		Turpeinen Niina	terveydenhoitaja	044 7101 647
		Linnola Ville	liikunnanohjaaja	044 7101 162
		Riekkari Rajja	sairaanhoitaja	044 7101 163
		Leskinen Pirjo	palvelutoiminnan koordinaattori	044 7101 629

#### RAVINTOLA / RESTAURANT FOX

Tieto 2

Opiskelijaravintola Fox	Nevalainen Jani		044 7100 440 6165 6741
Fox / Nettikahvila	Taito 1		6189 9374
Fox / Kanttiini	Taito 2		6189 9339

#### KAMO / STUDENT UNION

Kamo	Ahoniemi Pasi	toiminnanjohtaja, Executive Director	6189 9647
	Taito 2		044 325 0036
Kamo	Kirjakauppa, Taito1		6189 9309
Kamo	Kirjakauppa, Taito 2 / info		6189 9250

#### VITAL OPISKELIJATERVEYDENHUOLTO / STUDENT HEALTH SERVICES Opintie 3

Heikkinen Minna		tradenomiopiskelijat, insinööriopiskelijat	6165 6312
Röntty Helena		sairaanhoitaja-, terveydenhoitaja- ja liikunnanohjaajaopiskelijat, restonomiopiskelijat	6165 6311

## Notes

[illegible]

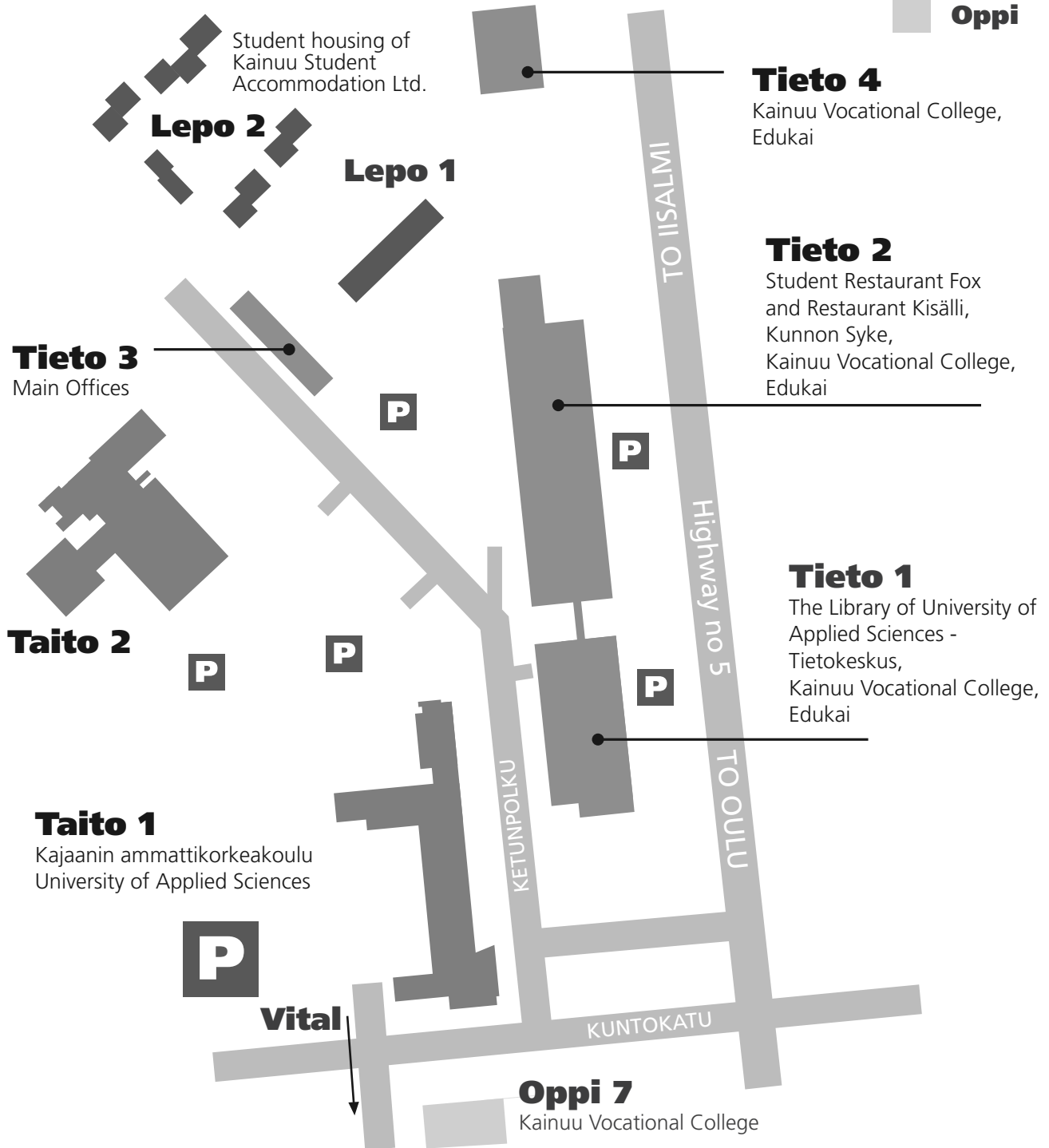


## Notes

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

# Kajaani Campus Area

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



## TAITO 1 Kuntokatu 5

- Teaching, Auditorium, Netcafé
- Heads of the Schools of Business, Tourism and Engineering

## TAITO 2 Ketunpolku 4

- Teaching, Café
- Head of the School of Health and Sports
- Office of the KAMO (Student Union)
- Assembly Hall
- Auditorium

## TIETO 3 Main Offices Ketunpolku 3

- President's Office
- Admissions Office
- Head of Study Office
- Study Counsellor
- Head of IT Services
- International Office
- Recruitment Services
- Financial Office
- Marketing and Communication
- Janitors
- Dept of Training and Services
- Dept of Research and Development

## TIETO 1 Library - Tietokeskus Ketunpolku 1

## TIETO 2 Student Restaurant Fox Ketunpolku 1

## LEPO 1 and 2 Kainuu Student Accommodation, Ketunpolku 3

## OPPI 7 Kainuu Vocational College Opintie 3

## VITAL Student Health Centre Opintie 3

## AUTUMN SEMESTER 2010

## SPRING SEMESTER 2011

1st period			2nd period			3rd period			4th period		
day	week	date	day	week	date	day	week	date	day	week	date
1	34	26.8.	43	44	1.11.	week	1	independent	124	12	21.3.
2		27.8.	44		2.11.	79	2	10.1.	125	E	22.3.
3	35	30.8.	45		3.11.	80		11.1.	126		23.3.
4		31.8.	46		E 4.11.	81		12.1.	127		24.3.
5		1.9.	47		5.11.	82		13.1.	128		25.3.
6		2.9.	48	45	8.11.	83		14.1.	129	13	28.3.
7		3.9.	49		9.11.	84	3	17.1.	130		29.3.
8	36	6.9.	50		10.11.	85		18.1.	131		30.3.
9		7.9.	51		11.11.	86		19.1.	132		31.3.
10		8.9.	52		12.11.	87		20.1.	133		1.4.
11		9.9.	53	46	15.11.	88		21.1.	134	14	4.4.
12		10.9.	54		16.11.	89	4	24.1.	135		5.4.
13	37	13.9.	55		17.11.	90		E 25.1.	136		6.4.
14		14.9.	56		E 18.11.	91		26.1.	137		7.4.
15		15.9.	57		19.11.	92		E 27.1.	138		8.4.
16		E 16.9.	58	47	22.11.	93		28.1.	139	15	11.4.
17		17.9.	59		E 23.11.	94	5	31.1.	140		12.4.
18	38	20.9.	60		24.11.	95		1.2.	141		13.4.
19		E 21.9.	61		25.11.	96		2.2.	142		E 14.4.
20		22.9.	62		26.11.	97		3.2.	143		15.4.
21		E 23.9.	63	48	29.11.	98		4.2.	144	16	18.4.
22		24.9.	64		E 30.11.	99	6	7.2.	145		E 19.4.
23	39	27.9.	65		1.12.	100		8.2.	146		20.4.
24		28.9.	66		EE 2.12.	101		9.2.	147		21.4.
25		29.9.	67		3.12.	102		E 10.2.			22.4.
26		30.9.	68	49	6.12.	103		11.2.			25.4.
27		1.10.	69		E 7.12.	104	7	14.2.	148	17	26.4.
28	40	4.10.	70		8.12.	105		E 15.2.	149		27.4.
29		5.10.	71		9.12.	106		16.2.	150		28.4.
30		6.10.	72		10.12.	107		17.2.	151		29.4.
31		7.10.	73	50	13.12.	108		18.2.	152	18	2.5.
32		8.10.	74		14.12.	109	8	21.2.	153		E 3.5.
33	41	11.10.	75		15.12.	110		22.2.	154		4.5.
34		12.10.	76		16.12.	111		23.2.	155		EE 5.5.
35		13.10.	77		17.12.	112		24.2.	156		6.5.
36		14.10.	78	Sat	18.12.	113		25.2.	157	19	9.5.
37		15.10.				114	9	28.2.	158		E 10.5.
38	42	18.10.	week	52	independent	115		1.3.	159		11.5.
39		19.10.				116		2.3.	160		12.5.
40		20.10.				117		3.3.	161		13.5.
41		21.10.				118		4.3.	162	20	16.5.
42		22.10.				week	10	independent	163		17.5.
week	43	independent				119	11	14.3.	164		18.5.
						120		15.3.	165		19.5.
						121		16.3.	166		20.5.
						122		17.3.	167	21	23.5.
						123		18.3.	168		24.5.
									169		25.5.
									170		26.5.
									171		27.5.
									week	22	independent
									week	23	independent

E = General exam date

EE = Extra general exam date

## Independent Study Weeks (no teaching)

1st period, week 43 (25.10. - 29.10.)

2nd period, week 52 (27.12. - 31.12.)

3rd period, week 1 (3.1. - 7.1) and week 10 (7.3. - 11.3)

4th period, weeks 22 - 23 (30.5. - 10.6.)

## Graduation Ceremonies

Sat 18.12.2009 and Fri 27.5.2010