

INSTRUCTIONS FOR INCOMING DOUBLE DEGREE STUDENTS German partner universities

DOUBLE DEGREE STUDIES IN DETAIL

At Kajaani University of Applied Sciences, studies are measured using ECTS credits. 1 credit (cr) is equal to 26 hours of a student's work for a course (lectures, presentations, group work, book exam or other methods of teaching). This amount of work includes contact hours (lessons with a teacher) and/or independent study. 60 credits represent the workload of one year of full-time studies

Studies on the Double Degree Programme consist of the following

- 60 credits of courses at Kajaani University of Applied Sciences
- Practical training, 30 credits
- Thesis and maturity test, 15 credits

Studying at KAMK

Detailed information on the study processes such as enrolment, course enrolment, assessment and grades can be found in the Student's Academic Year Guide, which is available online at [our web pages](#). Below please find the most important processes described in brief.

Study Right and Enrolment

According to a double degree student's personal study plan, the study right is 2.5 years (5 semesters) + 1 year. The student is expected to finish his/her studies in the double degree programme within 2,5 years from the first semester enrolled at KAMK. In case the student is not able to finish the studies within the 2.5 years, he/she should contact the International Study Office at KAMK to discuss about finishing the remaining studies.

Students will be enrolled at KAMK during the entire course of the double degree programme. The first year is considered Double Degree Exchange Programme, and the students are registered as exchange students. After this, the students will be registered as full-time degree students and the study right starts to roll. After the first year, students should enroll according to given instructions at the beginning of the academic year / semester.

Studies

Students studying for a double degree have to complete a minimum of 60 ECTS of courses during their exchange (one academic year) at KAMK. The courses are selected from the given list of courses offered and recorded in a Learning Agreement. The compulsory courses for all double degree students are Finnish for Exchange Students (3 ECTS), Academic English (5 ECTS) and Research Methods (5 ECTS).

The Learning Agreement should be drawn up with the coordinator at the home university before arrival in Kajaani. At the beginning of studies at KAMK, the student will have a discussion with the Coordinator at KAMK to check and finalize the Learning Agreement. The Learning Agreement can only be altered for justifiable reasons once the studies have begun. The changes have to be accepted by the home university and KAMK.

Practical Training, 30 credits

Practical training can be accomplished either at home or abroad in a working environment relevant to the field of studies. The practical training is worth 30 ECTS, which means 800 hours of students' work. In practice, it means that the practical training period lasts a minimum of 20 weeks and 100 working days. However, as weekly working hours may vary in each workplace, the practical training should include a minimum of 750 working hours.

Heilbronn University

Incoming double degree students should follow the practical training instructions at KAMK and complete the required documentation within one month of finishing the practical training. The students fill in the practical training follow-up form from KAMK intranet pages > Practical training site. After filling in the form, the student has access to the required documents.

Once the practical training is finished and all paperwork returned to the practical training coordinator, the credits will be recorded in the transcript of records at KAMK. The International Office will send the transcript with practical training credits on it for accreditation to the home university.

Harz University of Applied Sciences, Albstadt-Sigmaringen University

Incoming double degree students follow the practical training requirements of their home university. The students should provide KAMK practical training coordinator the practical training contract and a short report (in English) of the practical training at the end of the period. Once the practical training is finished and recorded in the transcript of records at the home university, a copy of the transcript should be submitted to KAMK.

Practical Training coordinator

International Business
Tourism

Mr Arto Huuhtanen
Mr Mika Pietarinen

Thesis, 15 ECTS

The students will write the thesis in English according to the schedule given by their home university. KAMK thesis coordinator needs to be informed of the topic and the progress of the process. The supervisor should inform KAMK coordinator about the grade and evaluation of the thesis.

For Harz students (Tourism) the thesis needs to be presented to the KAMK coordinator online or alternatively video recording of own university colloquium is also accepted.

A maturity test is a compulsory part of the thesis, defined in the University of Applied Sciences' Act and Decree (1129/2014). It demonstrates the student's language skills and how familiar he/she is with the chosen subject of his/her thesis. The test should be taken under supervision with the titles provided by the thesis supervisor from KAMK. The date and supervision of the maturity test are to be agreed together with the supervisor, as it can only be taken after the thesis is finished / almost finished with minor adjustments. The maturity test will be evaluated either pass / fail (both for the language and content).

Once the thesis is finalized, please send it by email to the International Study Office (pdf document). The name of the thesis and the grade will be written in the final Transcript of Records and Degree Certificate. The final version of the thesis should also be saved in the "Theseus" - database (instructions: <http://www.theseus.fi/en/ohjeet.html>). Convert the thesis into PDF-form before saving it and name it as follows: "lastname_firstname"

Thesis coordinator

International Business
Tourism

Ms Liisa Mikkonen
Mr Peter Stricker

Graduation

At the end stage of the studies, the home university should confirm that all the requirements at the home university have been fulfilled and that the student is able to graduate. Once the studies at home university are finished, please submit a scanned copy of the final graduation document with transcript of records to KAMK International Office to be checked before graduation. Please keep the International Study Office informed about the graduation process and timetables in your home university.

To start the preparations for graduation at KAMK, you must apply for the degree certificate and also answer a feedback questionnaire. Student's graduation can be approved when all the required studies have been completed by the given deadline.

After fulfilling all requirements, the students will be awarded a Bachelor's degree from KAMK. Following this official confirmation, the certificates are drawn up and the President and Head of School shall sign them. This stage may take approximately a week. Please note that the degree certificate will only be awarded provided that the home university has confirmed that the student has fulfilled all the requirements.

Graduation festivities will be held in December and May. In addition, graduation is possible monthly (except July).

Contact information:

Double degree agreement:

Ms. Kirsi Sievers

Head of International Bachelor's Degrees

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Academic advice & guidance:

Ms. Marjukka Turunen

International Coordinator, Senior Lecturer / School of Business, School of Tourism

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Practical matters & guidance:

Ms. Meira Kaikkonen

Head of International Affairs (Studying and practical training abroad)

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Practical matters & guidance:

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Study Secretary (International Bachelor's and Master's degrees)

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