



Kajaani University of Applied Sciences

DEGREE REGULATIONS

In force from 1. of February 2021

Approved by the Board of Kajaanin Ammattikorkeakoulu Oy on 21.1.2021

DEGREE REGULATIONS OF KAJAANI UNIVERSITY OF APPLIED SCIENCES

The degree regulations of Kajaani University of Applied Sciences are based on the University of Applied Sciences Act (L932/2014) and the Government Decree on Universities of Applied Sciences (A1129/2014) as amended.

The Degree Regulations are updated if necessary. More detailed information and instructions concerning annual procedures are available in the Finnish and English version of the KAMK intra student instructions.

The Board of Kajaani University of Applied Sciences approved and accepted these degree regulations on 21 January 2021. They shall remain in force until further notice as of 1 February 2021, supplanting all previously published degree regulations of Kajaani University of Applied Sciences. Rules concerning revoking the right to study within the field of social and healthcare only apply to students selected to study in this field after 1.1.2012.

Content

CHAPTER 1 EDUCATION.....	3
1 § Educational duty.....	3
2 § University of applied sciences qualifications and degrees.....	3
3 § Higher university of applied sciences qualifications and degrees.....	3
4 § Double and joint degrees.....	4
5 § Open University of Applied Sciences studies and other education	4
6 § Specialised studies.....	5
7 § Teaching planning, development, and assessment.....	5
CHAPTER 2 STUDENT ADMISSION.....	5
8 § Student selection.....	5
9 § Admission of transfer students	7
10 § Transferring to another degree.....	7
11 § The applicant's state of health.....	8
CHAPTER 3 RIGHT TO STUDY.....	8
12 § Right to study and target completion time	8
13 § Registration.....	8
14 § Right to be absent.....	9
15 § Loss and restoration of the right to study.....	9
16 § Discretionary extension to study time.....	11
17 § Revoking and restoring the right to study in the Field of Social and Healthcare and Sports	11
CHAPTER 4 STUDYING AT A UNIVERSITY OF APPLIED SCIENCES	12
18 § Principles and objectives of university of applied sciences studies.....	12

19 § Curricula and Courses	13
20 § Basic studies	13
21 § Language skills.....	14
22 § Professional studies	14
23 § Free-choice studies	15
24 § Accreditation	15
25 § Practical training	16
26 § Thesis and maturity test.....	16
27 § Assessment	16
28 § Rectification of assessment	17
29 § Completing the degree.....	18
30 § Certificates	18
CHAPTER 5 SPECIAL REGULATIONS.....	19
31 § Safety and order and disciplinary procedures.....	19
32 § Violation of responsible conduct during exams and studying.....	19
33 § Implementation of Degree Regulations.....	20
APPENDIX 1	21
APPENDIX 2	22

CHAPTER 1 EDUCATION

1 § Educational duty

The duty of the University of Applied Sciences is to offer higher education based on the demands and development of working life, research, and creative and educational principles that will lead to practical and theoretical professional expertise, support individual professional growth, and engage in such applied research, development and creative activities that are of service to university of applied sciences education and training, the needs of working life and regional development, taking the commercial, industrial and livelihood structure of the region into account. It is the duty of Universities of Applied Sciences to advance continuous learning. (section 4 of L932/2014, section 4 of L1368/2018).

The fields of education at Kajaani University of Applied Sciences are Trade and Administration, Service Industries, Technology Industries, Health and Wellbeing, and Data Processing and ICT.

At Kajaani University of Applied Sciences, it is possible to complete University of Applied Sciences Bachelor's degrees and University of Applied Sciences Master's degrees. The degree title shall be determined according to the field of study that is responsible for the degree and educational sector (section 11 of L932/2014). Kajaani University of Applied Sciences shall award the Bachelor's and Master's degrees of a university of applied sciences referred to in its operating license in accordance with its educational responsibilities (Annexes 1 and 2).

The language of instruction is Finnish. The language of instruction is English in the degrees that are taught in English.

2 § University of applied sciences qualifications and degrees

Studies leading to a degree qualification are arranged as Degrees. The Degrees consist of study modules planned and organised by the University of Applied Sciences. The degrees focus on specific areas in working life requiring professional expertise and development. Some of the degrees may be taught via cooperation agreements between higher education establishments.

Studies leading to a University of Applied Sciences Bachelor's degree are worth 210 - 240 credits.

Studies leading to a University of Applied Sciences Bachelor's degree include basic studies and professional studies, free-choice studies, practical training promoting professional expertise and a thesis. (section 2 of A1129/2014)

Education leading to a university of applied sciences Bachelor's degree and the degrees and titles of the qualifications are listed in Appendix 1.

3 § Higher university of applied sciences qualifications and degrees

The purpose of studies leading to a Master's degree based on the requirements of a University of Applied Sciences qualification and developing working life is to provide the student with a sufficient knowledge and skills base to participate in developmental work and other tasks requiring expertise in a particular field.

University of Applied Sciences post-graduate/second-cycle degrees (Master's level) include major professional studies, free-choice studies, and a thesis. (section 2 of A1129/2014)

In order to be eligible to study for a university of applied sciences Master's degree, the student will have completed an applicable university of applied sciences Bachelor's degree or other suitable university degree or will be seen by the university of applied sciences to possess sufficient knowledge and skills to complete the studies. Studies leading to a University of Applied Sciences Master's degree are designed for applicants who have completed a relevant Bachelor's degree and have at least two years of work experience in the relevant field. A relevant field of study is the field in which the Master's degree is to be completed and in which the Bachelor's degree was completed. The required work experience must have fully accrued by the beginning of the term when the studies start. Work experience can be completed either after completing a university degree or after completing a secondary college or professional higher education qualification. (section 25 of L932/2014, as amended by L1368/2018).

University of Applied Sciences Master's degrees are awarded for 60 - 90 credits.

Education leading to a University of Applied Sciences Master's degree, the degrees and titles of the qualifications are listed in Appendix 2.

4 § Double and joint degrees

Kajaani University of Applied Sciences has several joint and double degree agreements with selected partners in cooperation.

In accordance with such joint and double degree agreements, Kajaani University of Applied Sciences can award Bachelor of Business Administration qualifications or Bachelor of Hospitality Management or Bachelor of Sports Studies qualifications to students of partner universities. Likewise, business and tourism undergraduates from Kajaani University of Applied Sciences can complete a double degree in the partner universities in accordance with international bilateral agreements.

5 § Open University of Applied Sciences studies and other education

In addition to education leading to a university of applied sciences degree, Kajaani University of Applied Sciences arranges open university of applied sciences teaching, other continuing and supplementary education, and research, development, and specialist services.

Within Open University of Applied Sciences studies students can study on courses of education from degrees leading to university of applied sciences Bachelor's and Master's degrees, for which they been accorded the right to study specific content within a specific time. It is not possible to complete a whole degree within open studies. Students can complete an internship/practical training while studying within the Open University of Applied Sciences. There may be certain field-specific restrictions that apply to open university of applied sciences students wanting to complete their internship/practical training in the fields of social and healthcare and sports and leisure management, which must be verified before the practical training period begins. It is also possible that such restrictions could apply to open university of applied sciences students who wish to complete their internships/practical training abroad. When pursuing a university of applied sciences Bachelor's or Master's degree, a student may commence work on the thesis in studies at an open university of applied sciences and separately seek admission to a degree within open university of applied sciences studies.

The university of applied sciences can engage in exporting education in the form of modules of a degree or whole degrees. In the case of education services by order, the client pays for the education service and defines to whom such education is to be supplied. It must be noted that the applicants for commercially produced education services must fulfil admission requirements.

6 § Specialised studies

The purpose of specialised studies is to promote professional development and to increase expertise in a specific field. Specialised studies are aimed at higher education graduates or those with an equivalent qualification or level of competence.

It is intended that university of applied sciences specialised studies are completed after graduation, being forms of training aimed at employees who wish to advance their professional development and expertise in a specific field, and which are intended to produce competence in fields of expertise for which education is not generally implemented within market based educational offerings.

The common objectives and minimum length of specialised studies are regulated by a Government Decree. Education organised by the university of applied sciences for business purposes in accordance with paragraph 3 of § 5 cannot be organised as specialised studies.

Only education, the principles of which have been agreed in cooperation between the universities of applied sciences, can be organised as specialised studies. Cooperation must be conducted with employment and business representatives during the agreement procedure. A Government Decree provides further detailed regulations for agreeing on specialised studies, the content of the agreement and how the studies should be organised.

A public list of specialised studies agreements is maintained. The public list and significant information therein are regulated by Government Decree. (section 11 a of L932/2014, as amended by L1173/2014)

7 § Teaching planning, development, and assessment

The planning, organisation and sustained development of Bachelor and Master degree specialised studies, Open Studies teaching and study modules are implemented in cooperation with working-life and the fields of education.

When developing Bachelor and Master degrees and specialised studies, cooperation between institutions of higher education and other institutions providing vocational training and both domestic and foreign research institutions and representatives of working life organisations takes place.

The level of teaching is assessed using feedback questionnaires, self-assessment and by participating in national and international assessments. Students are required to answer course feedback questionnaires and other questionnaires concerning teaching. The students select representatives from amongst themselves to participate in teaching development teams.

CHAPTER 2 STUDENT ADMISSION

8 § Student selection

Students can be admitted to the degrees, specialised studies, and Open Studies provided by the University of Applied Sciences.

The degree objectives for the competence areas are set out in the target agreement between Kajaani University of Applied Sciences and the Ministry of Education and Culture. The Board of Kajaani University of Applied Sciences decides how many students are selected to study at KAMK.

Regulations pertaining to the admission of students, entrance requirements and selection procedure are provided in the University of Applied Sciences Act (L932/2014), in the Government Decree on

Universities of Applied Sciences (A1129/2014), in the Act on the Student Selection Register and the Matriculation Examination Register (L1058/1998 as amended by L484/2013) and in the Decree on the University of Applied Sciences Joint Application System (A1191/1998).

The preparing and presenting party **in the joint application process** (degrees taught in English and Finnish as day studies, degrees taught as multiform learning, Master's degrees) is the Admissions Office. The Admissions Office operates in an official capacity.

Applicants who have completed 60 credits of studies in the Open University of Applied Sciences are entitled to apply separately for studies leading to a degree qualification. In this case application is continuous, i.e., potential students can apply at any time. The separate application process for university of applied sciences Master's degrees requires that an applicable bachelor's degree has been completed by the student, plus 2 years of work experience after graduation and, depending on the degree, 15 – 30 credits for inclusion in the Master's degree. These credits cannot include credits achieved through the accreditation of earlier studies. The separate application process takes place twice per year. The application is assessed by the teacher in charge of the degree or the senior lecturer. Based on the assessment, the Head of School decides whether the applicant will be admitted or not.

A student who has been admitted can only accept one study place in degree studies leading to a higher education qualification starting in the same academic term via the university of applied sciences' and university joint application system. The Admissions Office shall prepare and present a request for correction of admissions information concerning a study place. Decisions will be issued by the President-based on the applicant's written explanation.

Student admission is conditional until the University of Applied Sciences has verified school and work certificates. In the case of fee-paying students, those selected to study at KAMK must ensure that the tuition fee has been paid before unconditional admission. Open University fees are invoiced after the studies begin. If the applicant has provided false information that alters the outcome of the selection process or if the requested certificates are not submitted, admission will be denied. Decisions to revoke admission are taken by the President of the university of applied sciences or by a person authorized by the President to do so.

The selection of double degree and joint degree students is based on bilateral agreements with partner universities abroad. Open University of Applied Sciences studies are open to all. There is no foundation education requirement for completing open university of applied sciences courses leading to a university of applied sciences degree. The basic requirement for completing courses within Master's degree studies is a university of applied sciences Bachelor's degree or the equivalent.

Students are permitted to enrol directly for courses they wish to complete. In the selection of personal education path students, the university can interview applicants and implement a student selection process.

Students can be admitted for specialisation studies if they have completed an applicable higher education degree or the University of Applied Sciences considers that they have a sufficient amount of competence and knowledge to complete the studies. (section 25 of L932/2014, as amended by L1173/2014)

Applicants dissatisfied with the selection process can request the rectification of the decision in writing from the board of the University of Applied Sciences within 14 days of receiving notice of the decision. Those who wish to further amend the decision given as a result of the rectification procedure must make an appeal to the North Finland Administrative Court.

9 § Admission of transfer students

Transferring from another university

Transfer students seeking to transfer the right to study to Kajaani University of Applied Sciences from another university may also be admitted to the university of applied sciences.

Transfer students are approved in a separate admissions process in compliance with university application schedules in the sudyinfo.fi service. Admission as a transfer student is based on an application and selection criteria in accordance with the guidelines for transfer students at Kajaani University of Applied Sciences. The eligibility of a transfer student is checked at applicant services before the field of expertise prepares the selection and makes the selection decision. Decisions regarding transfer student selections are made by the Head of School.

In order to be accepted and admitted as a transfer student, the transfer applicant is required to have been registered as attending a university of applied sciences for at least one academic year and that his or studies have progressed normally. Transfer is possible if previous studies can be accredited to the degree for which the student is applying, if the remaining study time is sufficient for the transfer applicant to complete his or her new degree, and if the teaching arrangements and resources in the desired competence area are such that new students can be admitted.

The study right of transfer students is based on the degree for which the student has been granted the right to study by transfer. The study right time of transfer students starts from when the study place on the degree prior to transfer was accepted. When calculating the period of time covered by the right to study, the academic terms when the student registered as attending and non-attending are taken into account.

10 § Transferring to another degree

It is not permitted to transfer to another degree within the University of Applied Sciences during the same academic term the study place was accepted. If a student selected for admission to Kajaani University of Applied Sciences later wishes to transfer from one degree to another, the procedure is as follows:

Transferring to another degree within the same field of study (changing a degree programme):

A student is permitted transfer to another degree within the same field of study to study for the same qualification if the entrance exam selection criteria are identical. A change of degree programme arises when a student moves to another degree programme within the university without changing the target degree or degree title. A student may transfer from Finnish-language education to English-language education or vice-versa. A transfer may also be made between multiform learning and full-time contact education or vice-versa. A demonstration of language competence is required for a transfer to foreign language education. The Head of School or a person authorised by the Head of School interviews the student requesting transfer, and if the intended transfer is well founded and there are no practical obstacles in terms of organising teaching, the student can then transfer to another degree. The student is provided with a personal education plan (HOPS). Otherwise, the student will need to reapply via the joint application procedure.

Transferring to another degree in another field of study (change of target degree or degree title):

If a student wishes to apply for a transfer to a degree in another field of study within Kajaani University of Applied Sciences, the process is the same as when transferring from another university of applied sciences. Transfer students are chosen in a separate selection process based on applications submitted to the study path service. A transfer to another degree programme is only possible within certain courses and will comply with established selection criteria. The main requirement is that the

student's previous studies can be accredited to the new degree chosen by the student. The student may also transfer to another field of study if s/he has enough study time remaining to complete the new degree and if the teaching arrangements and resources allow it. Those admitted to study as transfer students must have been registered as attending for at least one academic year while completing their previous degree studies. Decisions concerning the selection and admission of internal transfer students are made by the Head of School based on a proposal by the study counsellor.

11 § The applicant's state of health

Factors pertaining to the state of health and physical and mental capabilities of an applicant must not constitute grounds for refusing admission (section 26 of L932/2014). Requirements pertaining to student admissions, access and notification of selection are met in accordance with sections 25, 26 and 27 of L932/2014. At the request of the University of Applied Sciences, social and healthcare degree applicants are required to provide information concerning their state of health required in assessing the suitability of the applicant, as well as information on decisions concerning a possible previous revocation of study right.

CHAPTER 3 RIGHT TO STUDY

Those who have been admitted to pursue a course of study at a University of Applied Sciences leading to Bachelor's and Master's degree qualifications, specialised studies, and open university of applied sciences studies and who have confirmed their study place within the set period of time have the right to study.

12 § Right to study and target completion time

A full-time student retains the right to complete the studies for one year longer than the target completion time. The right to study begins when the student has accepted the place of study and registered attendance for the first time.

The target completion time for the education leading to a polytechnic degree and the right to study are determined according to the scope of the education (ECTS) as follows:

Scope of degree	Target completion time	Right to study
210 credits	3.5 years	4.5 years
240 credits	4 years	5 years

The target completion time and study time for education leading to a university of applied sciences Master's degree are:

Scope of degree	Target completion time	Right to study
60 credits	2 years	3 years
90 credits	2 years	3 years

The study time for those who are admitted to study via a separate application process and the open university of applied sciences is the target degree completion time minus one year.

13 § Registration

Upon notification of a study place, those admitted to study must notify the University of Applied Sciences within the given deadline whether they intend to accept the study place or not. If the admitted student fails to provide notice by the deadline, s/he will lose the study place.

To retain the right to study, a student proper must register as attending or absent for the entire academic year or separately for each academic term in the manner prescribed by the university of applied sciences. The university of applied sciences will announce the registration dates separately. The academic year begins on 1 August and ends on 31 July. The Board of Kajaani University of Applied Sciences will confirm the starting and ending dates of an academic term annually. Trainees or exchange students must register as attending. Registration of attendance is a condition of completing studies.

The student can alter the notice of attendance or non-attendance during the academic year, for a justified reason. Such reasons could be for instance, considerable changes in the student's life such as serious illness or serious illness in the student's family, maternity or paternity leave and military service. The application must include a written certificate issued by the relevant authority as proof of the reason for changing the notice of attendance. The Head of School is responsible for the final decision. For more detailed registration instructions please see the registration instructions in the Intranet.

14 § Right to be absent

A full-time degree student (full-time day student or those completing a multiform learning degree) has the right to complete the studies in one year more than the time given for completing the studies.

The regulations governing the right to be absent depend on the time at which the student received a place of study at the university of applied sciences.

A student who accepted a place of study for education commencing before 1 August 2015 may register as absent for no longer than four academic terms (2 years) without expiration of the right to study. The period of absence is then not counted towards the student's time for completing the studies.

A student who accepted a place of study for education commencing after 1 August 2015 may register as absent based on service under the Conscription Act, the Non-Military Service Act, or the Act on Women's Voluntary Military Service, or due to maternity, paternity or parental leave. Absence for the foregoing reasons is not included in the study completion time. First year students may only register as absent for the aforementioned reasons stated in law. After the first year, a student may also register absence for no longer than two academic terms (1 year) for any other reason without expiration of the right to study. The period of absence is then not counted towards the student's time for completing the studies.

Transfer students can only register as absent for the academic year after the transfer for reasons stated in law.

Students completing a higher University of Applied Sciences degree must submit an informal application to the teacher in charge of the study programme concerned requesting leave of absence. A period of absence will not be deducted from the duration of the right to study when a student has been granted leave of absence.

15 § Loss and restoration of the right to study

A. Failure to register, relinquishing the right to study ('resignation') and neglecting to pay tuition fees and re-applying for the right to study

A student who fails to register on or before the deadline or relinquishes the right to study ('drops out')

'resigns') shall forfeit the right to study and will only be able to complete the studies through open university of applied sciences studies. Studies may only be completed after the right to study has been restored.

Restoration of the right to study shall be requested using an electronic form, and the President is entitled to restore his/her right to study as a rule from the beginning of the next academic term. Studies may be pursued only after the student has had his/her right to study restored. When this decision is made, due consideration will be given to whether the student has realistic possibilities to complete his/her studies within the remaining right-to-study period (3.5/4 years + 1 year or within the time stipulated in the syllabus+ 1 year), which began when the study place was accepted and when the student registered as attending for the first time. A statutory (A1440/2014) handling fee of € 50 will be charged for the decision to restore the right to study. Even if the decision is negative, a handling fee will be charged.

If a student obliged to pay tuition fees who has accepted a study place does not pay the fees by the due date given by the university of applied sciences and fails to register as non-attending for the reasons stipulated by law, the student is considered to have neglected the obligation to register and will lose the right to study. A requirement for restoration of the right to study is payment of the tuition fee and the application handling fee required by law (A1440/2014). The obligation to pay tuition fees covers all the academic terms for which the student registers as attending.

In cases where the student obliged to pay tuition fees fails to receive a residence permit but has paid the tuition fee, the tuition fee will be reimbursed but the student's right to study will be revoked. The student has the right to apply for the restoration of the right to study for the next academic year.

The right to study of a student who has relinquished this right can be restored if the student is able to complete the studies within the valid study period. When allocating time to complete the studies within this valid study time, already used and remaining semesters are taken into account.

All the academic terms during which the student has not had the right to study due to failure to register, will be counted as part of the right to register as non-attending, i.e., academic term of absence. When the right of absence is used up the time of absence resulting from failure to register will reduce the right to study period entitling the student to register as attending. A student whose right to study has been restored does not register as non-attending/absent.

A student may apply to the Board of Kajaani University of Applied Sciences for rectification of a decision on restoration of the right to study within 14 days of service of the decision.

B. Expiry of the right to study and restoration of the right to study

If the student has not completed his/her studies within the set period of time (target degree completion time + 1 additional year) and if the president has not granted a discretionary extension, the student loses his/her right to study.

A student who commenced studies on or after 1 August 2015 may apply to Kajaani University of Applied Sciences for the right to re-enrol as a student without participating in the student selection. Restoration of the right to study shall be sought using an electronic form of the university of applied sciences: "temporary restoration of the right to study". The right to study shall be restored if no more than 60 ECTS credits of studies leading to a university of applied sciences Bachelor's degree or no more than 30 ECTS credits of studies leading to a university of applied sciences Master's degree have not been completed. The right to study shall be restored for no longer than two academic terms (1 year) as of the beginning of the following academic term. A student with a restored right to study shall have no right to absence or access to discretionary additional time. The decision to restore the right to study for a fixed period shall be made by the Rector of the University of Applied Sciences.

A statutory handling fee (€ 50.00) will be charged for processing the separate study right application and decision (whether positive or negative).

A degree student at another Finnish university of applied sciences or a student at Kajaani University of Applied Sciences who has dropped out or lost the right to study due to failure to register, due to expiration of the right to study, or other reasons and whose right to study began before before 1 August 2015 may submit a separate application for the right to complete studies at Kajaani University of Applied Sciences through the Opintopolku service.

The student is entitled to apply in writing to the Board of the University of Applied Sciences to demand an amendment to the decision. The application must be submitted within 14 days of being informed of the decision (sections 57-58 of L932/2014). Those who wish to further amend the decision given as a result of the rectification procedure must make an appeal to the North Finland Administrative Court.

16 § Discretionary extension to study time

If the student does not graduate within the right to study period, when required he/she can submit a request for an extension of study time to the President, for the purposes of completing his/her studies. Discretionary additional time shall be requested using an electronic form. During the decision-making process, it will be considered whether the student has realistic chances of completing the studies during the awarded extension. As a rule, a maximum discretionary study time of one year at a time will be granted only once. As a rule, an extension of study time must be applied for during the period of validity of the student's right to study. A student studying during discretionary extension of study time cannot register as non-attending. A handling fee of € 50, according to decree (A1440/2014) will be charged for the decision to grant discretionary extra study time. Even if the decision is negative, a handling fee will be charged.

17 § Revoking and restoring the right to study in the Field of Social and Healthcare and Sports

The right to study can be revoked when studies include requirements pertaining to the safety of minors, patients, customers, or e.g. traffic if:

- 1) the student has, by repeatedly or seriously endangering the health or safety of another person during the studies, demonstrated his or her ineptitude for completing practical tasks and training linked to the studies or
- 2) it is obvious that the student fails to fulfil the requirements of § 26, paragraph 1 due to his or her state of health and physical and mental capabilities, or
- 3) the student has failed to disclose an earlier decision as set out in § 26, paragraph 2 during application, concerning the loss of the right to study, which could have prevented him/her from being admitted to study. (section 33 of L932/2014)

When the studies and practical training as part of the studies include a considerable amount of work with minors, the right to study can be revoked if deemed necessary in order to protect minors and if the student has been charged and sentenced for a crime specified in detail in the penal code. (section 33 of L932/2014)

Social and healthcare and sports students completing their practical and clinical training in Finland, leaving for and arriving on student exchange are required to present a criminal

record transcript provided by an official authority or their home university if they work with minors during their studies.

Before the right to study is revoked, the University of Applied Sciences together with the student must examine the opportunities s/he may have to apply for other forms of training or to transfer to another degree in the UAS, the requirements of which the student fulfils. Revoking the right to study is always the last resort.

A decision revoking the right to study shall be made by the President on the proposal of the Board of the University of Applied Sciences. The Rector shall decide on a written warning issued to a student, and the Board shall decide on the temporary expulsion of a student. (section 39 of L932/2014)

Students whose right to study has been revoked based on § 33 a paragraph 1, section 2 are entitled to apply for the restoration of their right to study. The right to study must be restored if the applicant can indicate that the reasons for revoking the right to study no longer apply. The student must submit statements concerning his/her state of health. The Board of the University of Applied Sciences is responsible for decisions concerning the revoking and restoration of the right to study. (section 35 of L932/2014)

An application for the amendment of the decision concerning the revocation and restoration of the right to study must be made to the student Legal Protection Committee within 14 days of receiving notification of the decision. An application for the amendment to the Committee's decision must be made to the Helsinki Administrative Court within 14 days of receiving notice of the decision. (section 59 of L953/2014)

More detailed procedures concerning the foregoing admission to study, revoking and restoring the right to study, information access rights, the duty to notify and the processing of sensitive information are set out in separate university of applied sciences guidelines on legislation governing solutions for unsuitability for studying (known as "SORA" legislation).

CHAPTER 4 STUDYING AT A UNIVERSITY OF APPLIED SCIENCES

18 § Principles and objectives of university of applied sciences studies

When planning and organising undergraduate and postgraduate degrees and specialisation studies, the following educational principles are observed:

- 1) Training and education are based on the fundamental competence requirements of an area of professional duties approached from a practical point of view while advancing the professional development of students;
- 2) Educational provision includes acquiring knowledge from disciplines, which support the learning of practical aspects of the profession;
- 3) The educational provision places emphasis on basic skills and specialist know-how in a professional field, on the ability to critically use scientific knowledge in one's profession, on the ability to work independently within an ethical framework and on advancing personal and professional development.

The general aim of a University of Applied Sciences Bachelor's degree is to provide students with: (A1129/2014)

Wide-ranging basic practical knowledge and skills and theoretical principles for work requiring expertise within a specific chosen field;
The skills and competence to monitor and promote development in their chosen field;

The necessary skills to develop their own professional skills and for life-long learning;
Sufficient language and communication skills for their own and international work and cooperation.

The general aim of a University of Applied Sciences Master's degree is to provide students with:

Wide-ranging and in-depth knowledge of their chosen field for the development of working life and the necessary theoretical knowledge for work in more demanding specialist managerial posts in their chosen field.

An in-depth overview of their field, its role and status in working life and its social significance, and the skills and competence to classify and follow trends in research-based information and professional procedure in their field.

The ability and attitude to indulge in life-long learning and continual professional development.

Good communication and language skills required in their own work and in international operations and cooperation.

19 § Curricula and Courses

When compiling syllabi, the National Qualifications Framework (NQF) for degrees and other competence is taken into account, as well as general, national and degree-specific skills and knowledge-based competences. The curriculum formulated for a particular degree and specialisation studies stipulates the objectives, themes and credits of each study module, the amount of teaching and practical training, and the required achievements. Plans for the syllabi, study modules and courses are compiled each year. During an academic year students complete 1600 hours of work amounting to 60 credits.

The University of Applied Sciences' Board approves the curricula of Bachelor's and Master's degrees and specialisation studies and amendments to them.

Studies and teaching are arranged in the form of courses (study periods). These include compulsory, optional or free-choice studies. Several fields of study may share the same study modules and courses.

Studies are scheduled appropriately for developing vocational competence. Students are required to participate in teaching according to how it is organised. The syllabus states the possible prerequisites for completing a study module successfully. When a course begins, the teacher will give a detailed presentation of the course plan including the course contents, teaching arrangements, material used, how to pass the course and attendance requirements. Student counselling and tutoring provide students with support in the planning of their studies.

The University of Applied Sciences must organise studies leading to a university of applied sciences degree in such a way that full-time day students can achieve them within the target completion time corresponding to the credits to be gained from the studies.

20 § Basic studies

The objective of basic studies is to provide students with an overview of the status and significance of their particular professional field in society, in working life and at an international level, to acquaint students with the general theoretical background of the field in question and communication, and provide them with the language skills referred to in section 7 of A1129/2014.

21§ Language skills

Students are expected to demonstrate either within their University of Applied Sciences Studies or otherwise that they have achieved:

- 1) The level of Finnish and Swedish required by the Act on the Knowledge of Languages Required of Personnel in Public Bodies (424/2003) concerning the language competence required of civil servants in official posts in a bilingual area of office and for which the eligibility for employment includes a university degree and a level of language which is necessary in terms of practising a profession and enhancing professional development and
- 2) A level of competence in speaking and writing one or two foreign languages required in the practice of one's profession and in enhancing professional development. (section 7 of A1129/2014).

The provision of paragraph 1 does not apply to those students, who have received their general education in a language other than Finnish or Swedish or those who have received their general education abroad. The University of Applied Sciences will decide the language skills required of such students (section 7 of A1129/2014).

An exemption application and proposal for corresponding language and communication studies must be submitted to the Head of School. The exemption application must be made when studies begin. The Head of School shall determine the student's language studies or required language competencies.

Students demonstrate their Finnish language skills during their Finnish language studies, in study related assignments and in the maturity test. Swedish language skills are demonstrated during compulsory Swedish language studies and related assignments.

The University of Applied Sciences may for a special reason partly or fully exempt a student from the language proficiency requirements prescribed in paragraph 1 (section 7 of A1129/2014). Exemption from language studies for specific reasons will be considered on a case-by-case basis. The decision to exempt a student from language studies is made by the President at the proposal of the Head of School. In the application the student must provide justification for applying for exemption and propose corresponding studies to replace the studies from which exempted. In the application the student must enclose/attach a statement from an expert, statements from the Head of School and the University of Applied Sciences' foreign language teacher and certificates of previous language studies. In most cases, exemption from language studies due to reading and writing difficulties can only be granted if the student has been diagnosed with severe dyslexia and dysorthographia. An up-to-date (less than five years old) statement from a specialist (e.g. neurologist) should be enclosed with the application.

Exemption from language studies will not prevent the student from attending language courses. Exempted students must make arrangements with the Head of School or the Study Counsellor to complete compensatory studies.

The student's language proficiency will be indicated in the degree certificate (section 7 of A1129/2014).

22 § Professional studies

The objective of professional studies is to provide students with comprehensive knowledge of the main skill areas, work, applications, and the scientific and creative foundations of their chosen professional field so that they will be able to carry out independently the specialist tasks of this field or work as entrepreneurs, while participating in developing their working community.

Professional studies comprise compulsory studies and optional studies. The extent and scope of professional studies are defined for each degree.

In degrees leading to a Master's qualification, the objective of the major professional studies is to provide students with the opportunity to deepen their application of theory in practice, their analytical skills, their capacity and ability to participate in and lead projects and research and development work and to deepen their social skills.

23 § Free-choice studies

The objective of free-choice studies is to provide the student with opportunities to add, deepen and broaden knowledge of a particular professional field.

The scope of free-choice studies depends on the degree. The studies can be selected from within one's own degree, another degree offered at the University of Applied Sciences, from another University of Applied Science, university or elsewhere as agreed. When students have completed the required number of free-choice studies they will not be permitted to enrol for new free-choice courses without the consent of the study counsellor/Head of School if they still have compulsory studies outstanding.

24 § Accreditation

As decided by the University of Applied Sciences, students are entitled to have accredited, credits from studies completed at another domestic or foreign higher education institution or some other educational institution while completing their degree studies and to substitute studies belonging to their degree with equivalent studies of the same level. As decided by the University of Applied Sciences students are entitled to have accredited or to substitute studies belonging to their degree with other competences achieved/demonstrated/proved in a different way (section 37 of L932/2014).

Accreditation means the approval of competence acquired through studies, practical training, leisure pursuits and e.g. civic activities as a part of their degree or course (compulsory or optional studies). A thesis can be accredited if it has been completed in another university within an equivalent degree/degree programme (transfer students). In the case of students other than transfer students the accreditation of a previously completed thesis or a thesis completed elsewhere will be assessed in terms of the competence targets and criteria of assessment for the thesis in accordance to the thesis assessment process applied in university of applied sciences. Theses/development assignments for the university of applied sciences Master's degree qualification cannot be accredited.

Accreditation cannot be applied to the thesis. **Substitution** means studies of an equivalent content and level, achieved elsewhere that the student can use to compensate for or replace studies belonging to the syllabus of the degree. **Inclusion** means the inclusion of studies completed elsewhere in the degree (e.g. optional studies). Competence acquired in a different manner must be proven, i.e. recognised and approved, i.e. accredited (known as the AHOT – Recognition of Previously Acquired Competence procedure).

The basis of accreditation, substitution and inclusion is that the completed work (whatever form it takes) advances the student's degree studies and that the objectives set for each competence are fulfilled.

There is a separate set of instructions for accreditation.

25 § Practical training

The objective of practical training is to provide a supervised opportunity for students to gain experience and knowledge of the practical tasks and duties related to their professional studies and to apply their knowledge and skills in working life. Practical training is planned to consist of study periods connected to the degree and these periods have set objectives, credits, content and manner of achievement. Appointed persons at the practical training place and the University of Applied Sciences supervise practical training. The University of Applied Sciences Master's degree does not include practical training.

26 § Thesis and maturity test

The objective of the thesis is to develop and demonstrate students' abilities to apply their knowledge and skills in working life within the context of expert tasks related to their professional studies.

As a rule, the starting point for a thesis is that it complies with the requirements of working life. It can be a part of a wide-scale project and it can also be completed as a cooperation venture involving students from different fields of education. The University of Applied Sciences approves the thesis subject and appoints a supervisor. The thesis always includes a written report which is submitted to the Theseus Web Library or as a printed and bound version to the University of Applied Sciences Library. The thesis is usually written in the language in which the degree is taught unless the Head of School decides otherwise based on an application submitted by the student.

For a University of Applied Sciences degree, students are required to write a maturity test concerning the topic of their theses that demonstrates their knowledge of the discipline and Finnish. A Finnish language and communication teacher assesses the language of the maturity test. The thesis supervisor assesses the content of the maturity test.

Students, who have received their education in a language other than Finnish or Swedish or abroad, write the maturity test in the language in which the degree was taught unless at the application of the student, the Head of School decides otherwise. Maturity tests written in a language other than Finnish are assessed by a teacher of the language in question.

In degrees leading to a Master's qualification the objective of the thesis is to develop and indicate an ability to apply research and to use chosen methods to classify and solve problems within working life and to use the ability required in demanding independent work requiring expertise.

There are separate instructions for the thesis, maturity test and their assessment.

27 § Assessment

The achieving of the objectives of the courses/study modules shall be assessed by means of oral and/or written examinations, course assignments or other assessment methods. Interim assessments during the course are conducted using the same assessment scale as the actual course. The principles of assessment are described in detail in the syllabus.

The assessment scale used is either Pass/Fail or the following: Excellent (5), Good (4-3), and Satisfactory (2-1). If the student fails to attend compulsory or selected courses in the timetable, the study register will not contain an entry. The entry E means that the student failed to participate in an exam. The point of departure in word based grading is that a 70 % correct answer must be achieved to be awarded the grade of 'pass', in numerical grading the answer must be 50 % correct. In courses that include an exam, there are three opportunities to sit the exam (the actual exam and two retakes)

according to the same requirements and at the times announced by the course teacher. The exam dates will be announced in the course plan. If the student is unable to attend the retake(s) due to practical training or an exchange, the exam date must be negotiated with the teacher.

The grade or entry in the academic record is transferred directly from the previous place of study for courses of an equivalent level and content completed elsewhere. Similarly, the grades and date of completion of courses accomplished abroad during the studies and in other universities and educational establishments are recorded in the academic register when the assessment scale is the same. In other cases, the letter H (accepted) is used. The original place of study where the course was completed will be recorded in the study register. If accreditation requires supplementary work, the whole course will be graded on a pass/fail basis or with a numerical grade. Competence acquired in an alternative way and knowledge and skills indicated by the identification and recognition of previous competence will be assessed on a Pass/Fail basis or with a numerical grade.

Information concerning approved accomplishments will be recorded in the academic record usually within two weeks – one month of the exam or the deadline of other types of assessment. The teacher who assesses a performance shall enter the associated details in the study credit register. The evaluation date recorded is the exam date or assignment deadline. It is not possible to remove a free-choice course that has been satisfactorily completed from the study register at the request of the student.

Students can attempt to improve their performance (grade) once. Improved performance applies to the whole course or individual course assignments. Those going on international exchange can attempt to improve their grade during the final general exam of the academic term. The highest grade will be the recorded grade. The opportunity to improve grades does not apply to the thesis and accredited accomplishments.

Language proficiency as stipulated in the decree (A1129/2014) will be indicated in the degree certificate. The second official language grade will be indicated in the degree certificate using the scale Satisfactory (corresponds to numerical grades 1–3) and Good (corresponding to 4–5). The written and spoken proficiency of students' second foreign language skills will be evaluated. The degree certificate will also mention a compulsory foreign language. The grades of all completed language studies are provided in an appendix to the degree certificate containing the student's accumulated transcript of records.

The last days for taking exams and returning assignments related to a particular degree and practical training reports are determined by each school. All assignments from the ongoing academic year must be returned by the end of the first week in June of the same academic year.

Assessed academic achievements, written or otherwise, shall be retained for a period of six (6) months after results have been published. Virtual academic achievements shall be retained for a period of one (1) month. Students will be informed of their grades for written or otherwise completed academic achievements during prescribed office hours or during the return and explanation of grades. Written assignments for practical training and project work are retained throughout the duration of the degree at least. Theses are stored on a permanent basis and the maturity test for one year.

There is a separate set of instructions for assessment in the Pedagogical Model "Teaching is creating contacts, creativity and coaching." (2018)

28 § Rectification of assessment

The rectification process takes place in two stages. Students dissatisfied with their awarded grades/assessment of their academic achievement or with the accreditation of otherwise acquired

competence, are entitled to demand an amendment in person or in writing from the teacher who performed the assessment or accreditation and if not satisfied with the teacher's amendment, they may request rectification from the Head of School. The demand for amendment must be submitted within 14 days of the day when informed of the results of the assessment and how the assessment was applied.

In the second stage those dissatisfied with the decision of a teacher or the Head of School are entitled to demand further amendment to the decision from the Board of Examiners of the University of Applied Sciences within 14 days of being informed of the decision.

The Board of Examiners must process the issue within 30 days of the arrival of the demand for rectification with the exemption of demands that arrive during June, July and August that must be processed at the latest, in September.

If the student commences the rectification procedure before or after requesting a degree certificate, the degree certificate will not be awarded until the rectification issue has been resolved. The rectification procedure cannot be started or continued after the student has received the degree certificate.

The decision of the Board of Examiners is final and cannot be amended (section 60 of L932/2014).

29 § Completing the degree

A student is deemed to have completed a University of Applied Sciences degree:

- 1) when he/she has participated in the teaching and practical training, which are part of the degree, and when he/she has completed his/her thesis as required in the curriculum;
- 2) and when he/she has completed the study modules of the degree as required by the approved curriculum and when he/she has thus demonstrated that he/she has achieved the knowledge and the skills defined in the above Degree Regulations;
- 3) and when he/she has completed the written maturity test, which demonstrates familiarity with a particular field of study, and proficiency in the Finnish or Swedish languages. The Head of School shall decide the language to be used in the maturity test in cases where language proficiency stated in subsection 1 of section 7 of the Government Decree (A1129/2014) is not required of the student.

The President confirms that the student has completed the degree qualification.

30 § Certificates

The University of Applied Sciences issues students with a degree certificate, a transcript of their academic record in Finnish and English and an appendix for international use (Diploma Supplement). Students must submit the degree certificate request at least two weeks before the day of graduation and complete the Ministry of Education and Culture graduating student feedback survey (known as the ARDOP survey) at this time. Graduation dates and deadlines for submitting diploma certificate applications are announced on the student intranet.

Graduates of training taught in English will receive a degree certificate written in both English and Finnish.

A separate certificate will be issued for specialisation and open studies. The University of Applied Sciences will, on request, issue students with interim transcripts of their academic record. The study Affairs Coordinator is authorised to sign a temporary transcript of records.

Students can apply for a transcript of records in English during and at the end of their studies for use in connection with international studies and for use when completing practical training or working abroad.

CHAPTER 5 SPECIAL REGULATIONS

31 § Safety and order and disciplinary procedures

Students are entitled to a safe study environment. The University of Applied Sciences has separate safety instructions, safety documents based on risk analysis and instructions on how to act in threatening or dangerous situations.

Students will be given a written warning if they:

- 1) disrupt teaching
- 2) behave in a violent or threatening manner
- 3) work and behave in a fraudulent and dishonest manner or otherwise break the university of applied sciences' regulations
- 4) refuse to present a certificate issued as a result of tests for intoxicating substances or
- 5) if the results of drug tests indicate they have used intoxicant substances for other than medicinal purposes thus weakening physical and mental capability.

In cases of serious offences and negligence or if the student continues to behave in an inappropriate way after being issued with a written warning, s/he can be expelled for a temporary period of time, at the most for one year. The President shall make the decision to issue a written warning to a student, and the Board of Kajaani University of Applied Sciences shall enforce temporary expulsion on the proposal of the President.

Students, who disrupt teaching, behave violently or threateningly or who endanger the lives or health of others can be ordered to leave the teaching space or event organised by the University of Applied Sciences. Students can be banned from participating in teaching for a maximum of three (3) working days. The president is responsible for decision-making in such a situation.

The University of Applied Sciences can demand students to present a drugs test certificate. The University of Applied Sciences will cover the costs of the certificate. Instructions concerning drug tests are included in the foregoing guidelines of the University of Applied Sciences on legislation governing solutions for unsuitability for studying (known as "SORA" legislation).

The use of intoxicating substances and being under the influence of intoxicants in the facilities and learning situations in the university of applied sciences is strictly prohibited. In order to prevent intoxicant abuse amongst students and with the lack of programmes to deal with drug abuse, the drugs programme devised for the employees of the City of Kajaani will be used.

32 § Violation of responsible conduct during exams and studying

Kajaani University of Applied Sciences complies with the guidelines for the 'responsible conduct of research and handling alleged violations of the responsible conduct of research' set out by the Finnish Advisory Board on Research Integrity TENK.

All inappropriate behaviour during studies is prohibited. Dishonest and irresponsible conduct during exams, during demonstrations, independent assignments, and the thesis (e.g. unauthorised use of materials without citing the author(s) or plagiarism, invention, misrepresentation) will lead to the rejection of the assignment or the course/module. If a course is rejected for one or more of the

aforementioned reasons, the student must attend the course again the following year and sit the exam according to the requirements such as are current at the time. In addition to a module or course being rejected, irresponsible conduct can also lead to disciplinary measures which are a written warning or temporary exclusion from the university of applied sciences. Students will always be heard prior to resolving the issue.

33 § Implementation of Degree Regulations

If the provisions of these Degree Regulations need to be discretionarily interpreted, general legal protection principles must be observed. Before decisions are made, all the parties need to be heard sufficiently and decisions have to be based on accepted norms and are public.

APPENDIX 1

DEGREES LEADING TO A UNIVERSITY OF APPLIED SCIENCES BACHELOR'S DEGREE QUALIFICATION

University of Applied Sciences degree <i>Name of qualification</i>	Degree	Number of credits/practical training credits
<i>Bachelor of Business Administration (AMK)</i>	Bachelor's Degree in Business Information Technology	210/30
<i>Bachelor of Business Administration (AMK)</i>	Bachelor's Degree in Business Administration	210/30
<i>Bachelor of Business Administration / taught in English</i>	Bachelor's Degree in International Business	210/30
<i>Bachelor of Business Administration / taught in English</i>	Bachelor's Degree in Esports Business	210/30
<i>Bachelor of Hospitality Management (AMK)</i>	Bachelor's Degree in Tourism	210/30
<i>Bachelor of Hospitality Management (AMK) / taught in English</i>	Bachelor's Degree in Tourism	210/30
<i>Bachelor of Health Care, Registered Nurse (AMK),</i>	Bachelor's Degree in Nursing	210/75
<i>Bachelor of Health Care, Public Health Nurse (AMK)</i>	Bachelor's Degree in Nursing	240/85
<i>Bachelor of Social Services (AMK)</i>	Bachelor of Social Services (AMK) Bachelor's Degree in Social Services	210/30
<i>Bachelor of Sports Studies, Sports Instructor (AMK)</i>	Bachelor's Degree in Sports and Leisure Management	210/30
<i>Bachelor of Sports Studies / taught in English</i>	Bachelor's Degree in Sports and Leisure Management	210/30
<i>Bachelor of Engineering, Engineer (AMK)</i>	Bachelor's Degree in Information and Communication Technology	240/30
<i>Bachelor of Engineering, Engineer (AMK)</i>	Bachelor's Degree in Mechanical Engineering	240/30
<i>Bachelor of Engineering, Engineer (AMK)</i>	Bachelor's Degree in Construction and Civil Engineering	240/30

APPENDIX 2

DEGREES LEADING TO A UNIVERSITY OF APPLIED SCIENCES HIGHER (MASTER'S) DEGREE QUALIFICATION

Name of the degree qualification	Degree	Number of credits
Master of Engineering (AMK) Engineer	Master's Degree in Technology Competence Management	60
Master of Healthcare (AMK) Nurse Master of Healthcare (AMK) Public Health Nurse Master of Social Services and Healthcare (AMK)	Master's Degree in Social Services and Health Master's Degree in Development and Management of Healthcare and Social Services Master's Degree in Social Services	90
Master of Social Services and Healthcare (AMK)	Master's Degree in Advanced Nursing Practice in Palliative Care	90
Master of Hospitality Management (AMK)	Master's Degree in Tourism Development and Management	90
Master of Sports Studies (AMK) Sports Instructor	Master's Degree in Sports Development and Management	90
Master of Business Administration (AMK)	Master's degree in Entrepreneurial and Business Competence Master's Degree in Business Development and Management	90
Master of Business Administration (AMK)	Master's degree in Business Information Technology and Business Competence	90
Master of Business Administration	Master's Degree in International Business Management	90