

## **INSTRUCTIONS FOR INCOMING DOUBLE DEGREE STUDENTS Russian 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

- 55 credits of courses at Kajaani University of Applied Sciences (first semester 35 credits of courses, 2<sup>nd</sup> semester 20 credits of courses + thesis)
- Practical training, 30 credits
- Thesis and maturity test, 15 credits

### **Studies at KAMK (55 credits)**

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.

### **Studies**

Students studying for a double degree have to complete a minimum of 55 cr of courses during their exchange at KAMK. The courses are selected from the given list of courses offered and recorded in a Learning Agreement, which is a study plan for the exchange period.

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 credits, 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 vary in each workplace, the practical training should include a minimum of 750 working hours. It is possible to divide the practical training into two periods.

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 should 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.

In case the student has already completed part of the practical training prior to arrival at Kajaani, he/she must provide a certificate from the home university confirming the completed practical training (in English). The following things need to be included: the dates (from – to), working hours, the name of the company and tasks briefly. The practical training coordinator at KAMK decides the length of the remaining practical training that should be completed according to the requirements of KAMK.

The practical training credits (30 cr) will be recorded in the Transcript of Records after the full 30 credits / 5 months have been completed.

### **Practical Training coordinators**

International Business

Tourism

Sports and Leisure Management

Mr Arto Huuhtanen

Mr Mika Pietarinen

Ms Sanna Pakkala-Juntunen

### **Thesis, 15 credits**

Students will attend a thesis seminar during their stay at KAMK if applicable. The student may find a topic on his/her own, but the thesis coordinator at KAMK can help in providing a suitable topic. After finding a topic, a supervisor for the thesis will be appointed. The thesis is to be written during the second semester of the student's studies at KAMK.

After finding a topic, the student should fill in Thesis follow-up form in KAMK Intranet. After filling in the form, all necessary documents related to the thesis will be accessible. The thesis should be finished within the second semester, before leaving KAMK.

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.

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).

### **Thesis coordinators**

International Business

Tourism

Sports and Leisure Management

Ms Liisa Mikkonen

Mr Peter Stricker

Ms Kirsi Huotari

### **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. 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:

Ms. Sanna Laukkanen

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