



**Kajaani University of Applied Sciences**

# **DEGREE REGULATIONS**



Approved by the Board of  
Kajaanin Ammattikorkeakoulu Oy 28.5.2019

## **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 Council of State University of Applied Sciences decree (A1129/2014) and to amendments therein.

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 Academic Year Guide.

The Kajaani University of Applied Sciences Board has approved and accepted these degree regulations on 28.5.2019 and the regulations are in force until otherwise stated as from 01.08.2019. 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.

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## **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 life-long learning. (L932/2014, 4§).

The fields of education at Kajaani University of Applied Sciences are the field of Natural Sciences, Tourism, Catering and Domestic Services, Social Services, Health and Sports, Technology, Communications and Transport and Social Sciences, Business and Administration. At Kajaani University of Applied Sciences, it is possible to accomplish University of Applied Sciences Bachelor's degrees and University of Applied Sciences Master's degrees.

The language of teaching is Finnish. The language of teaching is English In the degrees delivered 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 delivered 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. (A1129/2014 2§)

Education leading to a university of applied sciences Bachelor's' qualification 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. (A1129/2014 2§)

Studies leading to a University of Applied Sciences Master's degree are designed for those who have accomplished a relevant Bachelor's degree and who possess at least three years of (from the 1.1.2020, the

requirement will be 2 years for those who will start their degree on 1.8.2020 or after this date) work experience within the relevant field. A relevant field of study is the field in which the Master's degree is to be accomplished and in which the Bachelor's degree was accomplished. Work experience can be accomplished either after accomplishing a university degree or after accomplishing a secondary college or professional higher education qualification.

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

Education leading to a university of applied sciences master's qualification, 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 accomplish a double degree in the partner universities in accordance to 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 accomplish practical training and the thesis as Open University of Applied Sciences studies.

The university of applied sciences can engage in exporting education in the form of modules of a degree programme 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 delivered. It must be noted that the applicants for commercially produced education services must fulfil admission requirements.

#### 6 §

##### Specialized studies

The purpose of specialised studies is to promote professional development and to increase expertise in a specific field. Specialized 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 specialized studies are accomplished 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 specialized studies are regulated by a Council of State decree. Education organised by the university of applied sciences for business purposes in accordance with § 5 Article 3 cannot be organised as specialized 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 Council of State decree provides further detailed regulations for agreeing on specialized studies, the content of the agreement and how the studies should be organised.

A public list of specialized studies agreements is maintained. The public list and significant information therein is regulated by a Council of State decree. (A1173/2014 11 a §)

## 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 Council of State decree concerning universities of applied sciences (A1129/2014), in the law concerning the register of selected students, the national universities' data reserves and the matriculation exam register (A484/2013) and the decree on the university of applied sciences joint application system (A1191/1998).

The preparations and presenting party **in the joint application process** (degrees delivered in English and Finnish as day studies, degrees delivered as blended studies, Master's degrees) is the service for applicants (Applicants' Services). The service for applicants 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 accomplished by the student, 3 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 semester via the university of applied sciences' and university joint application system. The acceptance of a study place is binding. In matters involving the rectification of information concerning accepted study places, the preparing and presenting party is the service for applicants. The decisions are made by the President. Decisions are 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. The principles of admission and other instructions concerning admission can be found in the annually published guides: Hakijan Opas and Applicant's Guide and Kajaani University of Applied Sciences website.

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 accomplishing open university of applied sciences courses leading to a university of applied sciences degree. The basic requirement for accomplishing 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 accomplish. 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 accomplished 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. (A1173/2014 25 §)

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

So called transfer students who transfer their right to study from one university to Kajaani University of Applied Sciences can also be admitted to study at a university of applied sciences. The term 'transfer student' means a student whose right to study is transferred from one university to another and who is admitted to pursue studies leading to a degree qualification or a student whose right to study is transferred from one degree to another within the same university of applied sciences so that the name of the degree the student is studying towards, changes (L932 /2014 28§).

Transfer students are selected in a separate admissions process. The competence area in question prepares the selection of transfer students and the decision to allow the student's right to study to be transferred. 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 her 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.

Decisions concerning the selection and admission of transfer students are made by the Head of School based on a proposal by the Head of School.

## 10 §

### Transferring to another degree

It is not permitted to transfer to another degree within the University of Applied Sciences during the same semester 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:

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. 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:

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. 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 (L932/2014 26§). Requirements pertaining to student admissions, access and notification of selection are met in accordance with the Act L932/2014 25 §, 26 § and 27 §. 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**

#### **12 §**

#### **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. The right to study for degree students consists of the so called normative study time (3.5 or 4 yrs), one extra year and the right to register as non-attending for two 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 normative study time minus one year.

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 time covered by the study right and granted for non-attendance is reviewed before the student is admitted to study. 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 semesters when the student registered as attending and non-attending are taken into account.

#### **13 §**

#### **Registration**

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

In order to retain the right to study, those admitted to the University of Applied Sciences as a student must register as attending or non-attending for each academic year or separately for both semesters as stipulated by the university of applied Sciences. The academic year starts on 1.8. and ends on 31.7. Students should register in the autumn semester by the end of the first week of September and by the second week of January for the spring semester. The exact dates will be announced separately. Students doing their practical training or exchange studies must register as attending. The completion of studies requires the student to register as attending.

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 from the appropriate official 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 Academic Year Guide and Intranet

14 §  
Right to be absent

A full-time degree student (full-time day student or those completing a blended degree) has the right to accomplish the studies set out in paragraph 1 in one year more than the time given for completing the studies.

The time taken to complete the studies does not include absence due to requirements set out in the Military Service Act, the Non-Military Service Act or time off for maternity, paternity or parenting leave. In addition the time it takes to complete the studies, does not include absence of two semesters in duration, for which the student has given notice of absence by registering as non-attending. Students who accepted their study places before 1.8.2015 are entitled to be absent without special reason for two academic years.

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

Those completing a higher University of Applied Sciences degree must apply (form-free application) to the Head of Degree/teacher in charge for the right to be absent. If the student is granted the right to be absent, his or her period of absence will not affect the right to study period.

15 §  
Loss and reinstatement of the right to study

If a student fails to register, the President is entitled to reinstate his/her right to study as a rule from the beginning of the next academic semester following the submission of a written application. Studies may be pursued only after the student has had his/her right to study reinstated. 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 handling fee of € 50, according to decree (A1440/2014) will be charged for the decision to reinstate the right to study. Even if the decision is negative, a handling fee will be charged.

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 the reinstatement of the right to study is the payment of the tuition fee as well as the application handling fee required by law (L1440/2014). The obligation to pay tuition fees covers all the semesters 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 reinstatement of the right to study for the next academic year.

All the semesters 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. semester 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.

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

If a student who has dropped out from his/her studies or lost his/her right to study has approximately a year's worth of studies remaining, s/he may apply for the right to study to be reinstated for a set period of time (maximum of 3 semesters) in order to complete his/her degree. A statutory handling fee (€ 50.00) will be charged for processing the separate study right application and decision (whether positive or negative). In other cases, students are entitled to apply for studies again via normal application procedure.

The student is entitled to apply in writing to the Board of the University of Applied Sciences to demand an amendment to the decision on loss of the right to study. The application must be submitted within 14 days of being informed 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.

## 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, for the purposes of completing his/her studies to the President. 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 and 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 reinstating 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.

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. (L932/2014 33§)

Social and healthcare and sports students accomplishing 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.

The decision to revoke the study right is made by the President at the proposal of the Head of School.

Students whose right to study has been revoked based on § 33 a paragraph 1, section 2 are entitled to apply for the reinstatement of their right to study. The right to study must be reinstated 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 reinstatement of the right to study. (L932/2014 35§)

An application for the amendment of the decision concerning the revocation and reinstatement 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.

More detailed procedure concerning the aforementioned admission to study, revoking and reinstating the right to study, information access rights, the duty to notify and the handling of sensitive information are available in separate instructions.



## **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 is 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 accomplish 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 learning a profession. 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 in the 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 Decree 1129/2014 7§:

#### 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 law (424/2003) on 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. (A1129/2014 7§).

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 (A1440/2014 7§).

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 decides which language will be used in the maturity test.

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 (A1440/2014 7§). 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 (A1129/2014 7§).

## 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 accomplished the required amount 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 (L932/2014 37§).

**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 accomplished thesis or a thesis accomplished 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 accomplished 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 (so called AHOT – Recognition of Previously Acquired Competence procedure).

The basis of accreditation, substitution and inclusion is that the accomplished 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 delivered 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 delivered 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 accomplished elsewhere. The original place of study where the course was accomplished 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 evaluation date recorded is the exam date or assignment deadline. It is not possible to remove a free-choice course that has been satisfactorily accomplished 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 semester. 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 (L932/2014 60§).

## 29 §

### Accomplishing 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 § 7, paragraph 1 of Decree (A1129/2014) is not required of the student.

The President with the Head of School confirms that the student has accomplished 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 also an appendix for international use (Diploma Supplement). Students must submit the degree certificate request at least two weeks before the day of graduation and at the same time they must respond to the AVOP final questionnaire from the Ministry of Education and Culture. The schedule is set out in the Academic Year Guide.

Graduates of training delivered 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 secretary 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 makes the decision to issue a student with a written warning and the Board to implement temporary expulsion at 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 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 aforementioned instructions.

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

We follow 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. 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

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

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

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