

INSTRUCTIONS FOR INCOMING DOUBLE DEGREE STUDENTS

DOUBLE DEGREE STUDIES IN DETAIL

At Kajaani University of Applied Sciences (KAMK), 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:

- A minimum of 45 - 60 credits of courses at Kajaani University of Applied Sciences (depending on the home university and double degree programme)
- Practical training, 30 credits
- Thesis and maturity test, 15 credits

Depending on the agreement, there may be some discrepancies in the requirements for different universities.

Contact person at KAMK for practical matters: Kirsi Sievers, International Office
(firstname.lastname@kamk.fi)

Studies at KAMK

Detailed information on the study processes such as enrolment, course enrolment, assessment and grades can be found in the Student's Academic Year Guide, which will be given to all students at the beginning of the studies. Below please find the most important processes described in brief.

Study Right and Enrolment

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

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

Studies

Students studying for a double degree have to complete a minimum of 45 - 60 cr of courses during their exchange at KAMK. The courses should be selected from the given list of courses offered and recorded in a Learning Agreement, which is a study plan for the exchange period. The compulsory courses for all double degree students are Finnish for Exchange Students (3 ECTS) and Academic Writing (3 ECTS) / Academic and Business English (5 ECTS).

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

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.

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. For further instructions, please contact the practical training coordinator.

Contact persons:

Practical training coordinator, Business: Sami Malm

Practical training coordinator, Tourism: Peter Stricker

Students from Hochschule Heilbronn

Before starting the practical training, the student should contact the International Office of KAMK to enroll for the semester of practical training. After the practical training place is accepted by the home university, the student should send a copy of the practical training agreement to KAMK and write a short report in English at the end of the practical training. Please submit a copy of your home university transcript of records with practical training recorded in it. The practical training credits (30 cr) will be recorded in the Transcript of Records after the documentation has been completed.

Other Students

In case the student has already completed the practical training or part of it prior to arrival at Kajaani, he/she must provide a certificate 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. Also, the students should write a short report according to separate instructions. The practical training coordinator at KAMK decides the length of the remaining practical training. If a part of practical training is missing, it 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.

Thesis, 15 credits

Students will attend a thesis seminar during their stay at KAMK, if applicable. During their stay in Kajaani, the students can also go and listen to thesis presentations to gain an overview of theses being produced at KAMK.

Thesis coordinator, Business: Sami Malm

Thesis coordinator, Tourism: Peter Stricker

Students from Lesgaft University, Stankin and UME

The writing of thesis should be started during the second semester of the studies in Kajaani. The thesis coordinator will arrange a meeting with the students at an early stage to discuss the process and advices in finding a suitable topic. A thesis presentation. Is to be given at the end of the thesis process.

Students from Heilbronn

The students from Hochschule Heilbronn will write the thesis according to the schedule given by their home university. The supervisor can be from the home university, but KAMK thesis coordinator needs to be informed of the topic and the progress of the process. The supervisor should inform KAMK coordinator about the grade and evaluation of the thesis.

Thesis and graduation

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

A maturity test is a compulsory part of the thesis, defined in the Polytechnic Act and Decree (932/2014). 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 with the supervisor, as it can only be taken after the thesis is finished / almost finished with minor adjustments. The maturity test can be taken at the home university, provided that they arrange supervised conditions for the test. The maturity test will be evaluated either pass / fail (both for the language and content) and it will not be registered in the Transcript of Records.

Graduation

Please ask your home university to send the final or the latest transcript of records from your home university to KAMK to be checked before graduation. The home university should also confirm that all the requirements have been fulfilled and that the student is able to graduate. Please inform the International Study Office about the graduation process and timetables in your home university. It is possible to graduate each month of the year, except in July.

To start the preparation for graduation at KAMK, you must apply for the degree certificate using the ASIO-system. The application includes a feedback questionnaire, that is used to compare KAMK with other universities of applied sciences nationwide. The application for the degree certificate can be done in advance when the graduation date can be confirmed (ie. You know all the requirements will be fulfilled).

After fulfilling all requirements and graduating from the home university, 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. Persons graduating at time other than the above two will be honoured in the form of a more modest coffee-and-cake occasion. Double degree students are also welcome to participate the events if possible.