

## **INSTRUCTIONS FOR OUTGOING DOUBLE DEGREE STUDENTS**

Hochschule Heilbronn (Business, Tourism), HS Harz (Tourism)

A double degree programme is a programme which is developed and organized by two higher education institutions in collaboration and leads to two degree certificates on the same educational level, one from both higher education institutions. The students finishing the double degree programme will be awarded a Bachelor of Business Administration (BBA) / Bachelor of Hospitality Management (Tourism) (Kajaani UAS) and a Bachelor of Arts (Hochschule Heilbronn, Hochschule Harz).

Studies on the Double Degree Programme consist of the following:

- A minimum of 60 credits of courses at the partner university, one academic year (= student exchange)
- Practical training, 30 credits (jointly approved with the partner)
- Thesis and maturity test, 15 credits (jointly approved with the partner)

### **Study Right and Enrolment**

The study right at Kajaani UAS will remain during the studies at the partner university. The partner university will decide on the study right given to double degree students. You must enroll at Kajaani UAS during the student exchange at the partner university and also while doing practical training and thesis. To maintain the study right at the partner university until graduation, please also check their instructions about enrolment as well!

### **Applying**

- 3 business students/year and 2 tourism students/year can be selected to accomplish a double degree
- The application deadline is at the end of week 8.
- Students must complete a double degree application form as well as the online exchange application in SoleMove. The application form is processed at the international office, with the School's International Coordinator.
- Applicants must have completed at least 60 credits before starting their exchange period with an average grade of 3,5 (good). The grade from English language studies must be a minimum of 4. Students' language skills will be tested separately in an interview.

Please note that Hochschule Heilbronn requires that the student has completed Russian, Spanish or French language courses before graduation. It is a good idea to start the language studies also during first year studies at KAMK if possible.

### **Studies**

Double degree studies at the partner university contain a minimum of 60 credits of courses and are to be completed during one academic year. A Learning Agreement (LA, a study plan) must be drawn up before starting the exchange at the partner university. The LA is compiled together with the School's International Coordinator based on a list of courses provided by the receiving university. After the course choices have been accepted and signed by the International Coordinator, KAMK International

Office will forward the Learning Agreement to be signed and accepted by the receiving university. Please make sure you keep a copy for yourself!

During the double degree studies at the partner university you are expected to follow the study plan (=Learning Agreement). In case a need to change the plan arises, please note that both KAMK and the partner university need to accept the changes before you can follow them. Inform the International Coordinators immediately of possible changes. Changes can be agreed upon via email. Please note that the student should save/print emails regarding changes and keep them until the course credits have been accredited!

Before you leave the partner university make sure that the learning agreement is up to date and that the partner university has signed it. If there are to be several changes in the Learning Agreement, draw up one final Learning Agreement (a new one) and have it signed at the partner university.

### **Returning from the Partner University**

When returning from the partner university, make an appointment with the School's International Coordinator to discuss the double degree studies and how to continue with studies at home university. In the Learning Agreement, you have agreed which courses to complete during exchange and which courses they may replace at KAMK. Based on this information, you should be able to plan which courses you need to take when continuing the studies at KAMK. For planning and advice on the studies you can also contact the International Study Office.

After receiving the transcript of records / study certificate from the partner university, finalize the accreditation proposal using the appropriate online form (Intranet > Forms for Students > Accreditation). Make an appointment with the School's International Coordinator and bring him/her the original copy of the transcript of records, the Learning Agreement with possible email messages about the changes and the filled in application for accreditation. The study office will put the credits in ASIO according to the accreditation form after they have been accepted by the International Coordinator.

*International Coordinator, BBA:* Erja Karppinen  
*International Coordinator, Tourism:* Peter Stricker

### **Practical Training (30 credits)**

Practical training is an essential part of the studies. It is to be completed during the third study year, in the spring semester. The 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 approximately 800 hours of students' work. In practice it means that the practical training 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. If the practical training is completed abroad, students can apply for a grant from KAMK. Please follow the application process related to studies and practical training abroad.

KAMK students participating in a double degree programme should follow the practical training regulations of the partner university (Heilbronn) or the home university (Harz). When planning the practical training, discuss the issue with the practical training coordinator at KAMK first. As KAMK students are covered by an accident insurance during the practical training, students must submit a copy of the practical training contract and also a copy of the final report to home university to ensure the insurance coverage.

Students going to **Hochschule Heilbronn** should enroll for the practical training in Heilbronn, by filling in an internship admission document and submitting the practical training contract. Please note that in Heilbronn it is not possible to divide the practical training in two parts. While taking the practical training according to Heilbronn requirements, it is also not possible to take exams or to register for the thesis.

*Practical training coordinator, BBA: Sami Malm*  
*Practical training coordinator, Tourism: Peter Stricker*

### **Thesis (15 credits)**

Ideally, the thesis topic is found from the practical training place. However, students can search for an interesting topic also elsewhere. After finding a suitable topic, students should contact the thesis coordinator at KAMK to discuss the topic and to find a supervisor. The student can also choose to do the thesis in Heilbronn. The supervisors will decide about the evaluation of the thesis together. The thesis is written in English. Further information on the thesis process can be found from the Thesis web pages: <http://www.kajak.fi/opari/Opinnaytetyopakki/Opinnaytetyoprosessi/In-English>.

A maturity test is a compulsory part of the thesis in the Finnish degree and it is defined in the Polytechnic Act and Decree (1129/2014). Finnish students write the maturity test in Finnish and foreign students in English. The maturity test is written under supervised exam conditions at Kajaani UAS.

*Thesis coordinator, BBA: Sami Malm*  
*Thesis coordinator, Tourism: Peter Stricker*

### **Graduation**

KAMK students should follow the graduation guidelines at KAMK. Please contact the International Study Office at the beginning of the last semester to check for the transcript of records and missing studies, but also to commence the graduation process at the partner university as well. The International Study Office will send the latest transcript of records to the partner university and inform the partner university as soon as all requirements of the home university have been fulfilled.

Please also follow the partner university's instructions on graduation as well. You will first receive the degree certificate at your home university and later from the partner university. The KAMK degree certificate states that the studies have been taken in the programme leading to a double degree and two degree certificates have been awarded based on studies in two universities.

*International Study Office / practical matters, BBA, TOUR: Kirsi Sievers*