

## GRADUATION

### Thesis

- Once your thesis abstract has been accepted by the supervising teacher, **submit the name of your thesis to the study office (Kirsi) by email**. The name will appear in your degree certificate, so make sure that the spelling is correct.
- Save the finalized version of your thesis to Theseus database ([www.theseus.fi](http://www.theseus.fi)) and forward the confirmation from Theseus to the study office. This should be done a week before graduation. ASIO username will no longer be valid after your graduation date and you cannot save the thesis to Theseus after that.
- Print a loose-leaf copy of your thesis (A4, one- or two-sided) and bring it to the study office.
- In case you will not save the thesis to Theseus, you must bring two printed copies of the thesis to the study office.
- If you wish to have bound copies to yourself, please contact KAMO kiosk in Taito 2 for binding. <http://www.opiskelijakuntakamo.fi/en/student-union/service-points/>
- **The study office will not print your thesis for you, so do not send it by email. If you need printing credits, you can buy them online at <https://shop.kamk.fi/en>.**

### Application for Degree Certificate

- Apply for the degree certificate in ASIO a minimum of two weeks before graduation
- It is possible to apply for the degree certificate even when all the grades are not marked in ASIO yet.
- When applying for the degree certificate, answer in a national feedback questionnaire. The questionnaire is very important for us and the results are used when comparing KAMK with other UAS in Finland.

### Transcript of Records

- Check that you have received a grade for each course and that you have enough studies for each module using the Study Guide (OPS).
- Update your contact information in ASIO.

**Your computer and network usernames will be deleted within two weeks of your graduation, resignation or enrolment for non-attendance.** At the same time, your email account and mail box and your personal network drives will be deleted. Please note that you must make sure that you have saved all important and necessary information before graduating.

### Graduation Ceremony

Graduation ceremony takes place in Kaukametsä Congress Hall on 20 December at 12:00. The ceremony takes approximately two hours and afterward there is coffee and cake for graduates and their guests.

The rehearsal for the graduation ceremony takes place on 19 December at 9:00 in Kaukametsä.

In case you will not participate the graduation ceremony, the certificate can be sent to your by post or you can pick it up from the study office on the graduation date at the earliest.

## **Alumni Network**

Kajaani University of Applied Sciences has set up Alumni network activities. Commonly the word refers to a graduate of the educational institute in question. So everyone who has graduated from KAMK can be considered alumni, including also former exchange students.

As an alumnus, you will be representing your university after graduation. You can be considered an ambassador, who shares their experiences with prospective students and promotes the university also after graduation. The alumni network provides us valuable information on the suitability of the education for the work and it also acts as an important bridge with the changing sphere of working life.

We will provide information about further and complimentary education to our alumni. It will also be possible to participate in certain lectures from distance. We arrange alumni meetings, where the alumni meet, share thoughts and ideas and network with other alumni and with a variety of operators. We also welcome our alumni to act as visiting lecturers - if you feel like you could share your expertise on a certain topic, feel free to contact us! Remember, that our students can be used as a resource in your work place - as trainees, project or thesis workers.

<http://www.kamk.fi/en/Business-Services/International-Alumni-Network>