

# DIPLOMA SUPPLEMENT

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This Diploma Supplement follows the model developed by the European Commission, Council of Europe and UNESCO/CEPES. The purpose of this supplement is to provide sufficient independent data to improve the international 'transparency' and fair academic and professional recognition of qualifications (diplomas, degrees, certificates, etc.) It is designed to provide a description of the nature, level, context, content and status of the studies that were pursued and successfully completed by the individual named on the original qualification to which this supplement is appended. It should be free of any value-judgements, equivalence statements or suggestions about recognition. Information should be provided in all eight sections. Where information is not provided, a reason should be given.

## 1 INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION

- 1.1 Family name(s) *C...*  
1.2 Given name(s) *...*  
1.3 Date of birth (day/month/year) *11.06.199*  
1.4 Student identification number *411*

## 2 INFORMATION IDENTIFYING THE QUALIFICATION

- 2.1 Name of qualification and title conferred *Liikunnan ammattikorkeakoulututkinto, Liikunnanohjaaja (AMK), Bachelor of Sports Studies, Sports Instructor*
- 2.2 Main field(s) of study for the qualification *Social Services, Health and Sports  
Degree Programme in Sports and Leisure Management*
- 2.3 Name and status of awarding institution *Kajaanin ammattikorkeakoulu (Kajaani University of Applied Sciences) state recognised higher education institution.*  
*The quality assurance system of the institution has passed the audit conducted by the Finnish Education Evaluation Centre.  
Further information: [www.karvi.fi/en](http://www.karvi.fi/en)*
- 2.4 Name and status of institution administering studies *Not applicable*
- 2.5 Language(s) of instruction/examination *English*

## 3 INFORMATION ON THE LEVEL OF THE QUALIFICATION


- 3.1 Level of qualification *First-cycle higher education degree  
See 8.*
- 3.2 Official length of programme *The degree consist of 210 credits (3.5 years of full-time study)  
Finnish credits are fully compatible with the ECTS.*
- 3.3 Access requirement(s) *The Finnish Matriculation Examination gives general eligibility for higher education. General eligibility is also given by Finnish upper secondary vocational qualification. These qualifications require at least 12 years of schooling. Equivalent foreign qualifications also give general eligibility for higher education  
See 8.*  
*There is numerus clausus, i.e. restricted entry to all fields of study.*

## 4 INFORMATION ON THE CONTENTS AND RESULTS GAINED

- 4.1 Mode of study *Full-time*
- 4.2 Programme requirements *Structure of studies:  
1) basic studies;  
2) professional studies;  
3) free-choice studies;  
4) practical training; and  
5) thesis  
See Transcript of Records.  
For aims and objectives of the qualification, see 8.*

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- 4.3 Programme details *See Transcript of Records*
- 4.4 Grading scheme and, if available, grade distribution guidance  
5 = Excellent  
4 = Good  
3 = Good  
2 = Satisfactory  
1 = Satisfactory  
P = Approved  
K = Course accomplished somewhere else
- 4.5 Overall classification of the qualification *Not applicable*
- 5 INFORMATION ON THE FUNCTION OF THE QUALIFICATION**
- 5.1 Access to further study  
*Eligible for second-cycle university studies.  
Eligible for second-cycle university of applied sciences studies with at least three years of relevant work experience*
- The admissions decisions are made in the receiving higher education institution.*
- 5.2 Professional status  
*Under the Finnish legislation, a person who has taken liikunnan ammattikorkeakoulututkinto, liikunnanohjaaja (AMK) is qualified for posts or positions in the public sector for which the qualification requirement is a first-cycle higher education degree. In some cases, the qualification requirement also includes the completion of studies in certain specified fields of study.*
- The degree falls under the Article 11 of the Directive 2005/36/EC of the European Parliament and of the Council on the recognition of professional qualifications, level d.*
- 6 ADDITIONAL INFORMATION**
- 6.1 Additional information *Not applicable*
- 6.2 Further information sources  
[www.kamk.fi](http://www.kamk.fi), Kajaanin ammattikorkeakoulu  
[www.minedu.fi](http://www.minedu.fi), Ministry of Education and Culture  
[www.oph.fi/recognition](http://www.oph.fi/recognition), [www.oph.fi/qualificationsframework](http://www.oph.fi/qualificationsframework) The Finnish National Board of Education (The National Academic Recognition Information Centre (NARIC), The National Coordination Point for the European Qualifications Framework (EQF)  
[www.karvi.fi](http://www.karvi.fi), The Finnish Education Evaluation Centre
- 7 CERTIFICATION OF THE SUPPLEMENT**
- 7.1 Date *Kajaani 30.9.2016*
- 7.2 Signature  
  
*Katri Takala*
- 7.3 Capacity *Head of School*
- 7.4 Official stamp or seal



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## 8 INFORMATION ON THE NATIONAL HIGHER EDUCATION SYSTEM

The Finnish education system consists of pre-primary and basic education, general and vocational upper secondary education, higher education and adult education. The compulsory schooling consists of one-year pre-primary education for 6-year-olds and nine-year basic education for children aged 7-16.

Post-compulsory education is given by general upper secondary schools and vocational institutions. The general upper secondary school provides a three-year general education curriculum, at the end of which the pupil takes the national Matriculation examination (*ylöoppiastutkinto/studentexamen*). Vocational institutions provide three-year programmes, which lead to upper secondary vocational qualifications (*ammattillinen perustutkinto/yrkösriktad grundexamen*).

General eligibility for higher education is given by the Matriculation examination, the upper secondary vocational qualification, the further vocational qualification and the specialist vocational qualification.

A foreign qualification that gives eligibility for higher education in the system the qualification belongs to gives general eligibility for higher education also in Finland.

The Finnish higher education system comprises universities (*yliopisto/universitet*) and universities of applied sciences (*ammattikorkeakoulu, AMK/yrkeshögskola, YH*). The universities engage both in education and research and have the right to award doctorates. The universities of applied sciences are multi-field institutions of professional higher education. Universities of applied sciences engage in applied research and development.

First and second cycle higher education studies are measured in credits (*opintopiste/studiepoäng*). Study courses are quantified according to the work load required. One year of full-time study is equivalent to 1800 hours of student work on average and is defined as 60 credits. The credit system complies with the European Credit Transfer and Accumulation System (ECTS).

### 8.1. University degrees

The Government Decree on University Degrees and Specialisation Studies (794/2004 including amendments) defines the objectives, extent and overall structure of degrees. The universities decide on the detailed contents and structure of the degrees they award. They also decide on their curricula and forms of instruction.

#### 8.1.1. First cycle university degree

The first cycle university degree consists of at least 180 credits (three years of full-time study). The degree is called *kandidaatti/kandidat* in all fields of study except for Law (*oikeusnotaari/rättsnotarie*) and Pharmacy (*farmaseutti/farmacøut*). The determined English translation for all of these degrees is Bachelor's degree, the most common degree titles being Bachelor of Arts and Bachelor of Science.

Studies leading to the degree provide the student with: (1) knowledge of the fundamentals of the major and minor subjects or corresponding study entities or studies included in the degree programme and the prerequisites for following developments in the field, (2) knowledge and skills needed for scientific thinking and the use of scientific methods or knowledge and skills needed for artistic work, (3) knowledge and skills needed for studies leading to a higher university degree and for life-long learning, (4) a capacity for applying the acquired knowledge and skills to work and in international co-operation, and (5) adequate language and communication skills for working in one's own field and for international work and co-operation.

Studies leading to the degree may include: basic and intermediate studies; language and communication studies, interdisciplinary programmes, and other studies and work practice for professional development. The degree includes a Bachelor's thesis (6 – 10 credits).

#### 8.1.2. Second cycle university degree

The second cycle university degree consists of at least 120 credits (two years of full-time study). The degree is usually called *maisteri/magister*. Other second cycle degree titles are *diplomi-insinööri/diplomingenjör* (Technology), *proviisori/provisor* (Pharmacy) and *arkkitehti/arkitekt* (Architecture). The determined English translation for all these degrees is Master's degree, the most common degree titles being Master of Arts and Master of Science. The second cycle university degree title in the fields of Medicine, Veterinary Medicine and Dentistry is *lisensiaatti/licentiat*, the English title being Licentiate. The admission requirement for the second cycle university degree is a first cycle degree.

In the fields of Medicine and Dentistry the university may arrange the education leading to the second cycle university degree without including a first cycle university degree in the education. In Medicine the degree consists of 360 credits (six years of full-time study) and in Dentistry the degree consists of 330 credits (five and a half years of full-time study).

Studies leading to the second cycle university degree provide the student with: (1) good overall knowledge of the major subject or a corresponding entity and conversance with the fundamentals of the minor subject or good knowledge of the advanced studies included in the degree programme; (2) knowledge and skills needed to apply scientific knowledge and scientific methods or knowledge and skills needed for independent and demanding artistic work; (3) knowledge and skills needed for independently operating as an expert and developer of the field and for international co-operation; (4) knowledge

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and skills needed for scientific or artistic postgraduate education and for life-long learning; and (5) good language and communication skills for working in one's own field and for international work and co-operation.

The studies leading to the second cycle university degree may include: basic and intermediate studies and advanced studies, language and communication studies; interdisciplinary studies, other studies, and internship improving expertise. The degree includes a Master's thesis (20 – 40 credits).

## 8.2. Doctoral degrees

Students can apply for doctoral studies after the completion of a second cycle degree. The aim of doctoral studies is to provide student with an in-depth knowledge of their field of research and capabilities to produce novel scientific knowledge independently.

The degree of *lisensiaatti/licentiat* (Licentiate) may be taken before the Doctor's degree and in general it takes two years of full-time study to complete.

The Doctor's degree takes approximately four years to complete after a second cycle degree and two years when completed after a Licentiate's degree. A student who has been admitted to complete the Doctor's degree must complete a given amount of studies, show independent and critical thinking in the field of research and write a Doctor's dissertation and defend it in public.

## 8.3. University of applied sciences degrees

The universities of applied sciences Act (932/2014 including amendments) defines the objectives, extent and overall structure of polytechnic degrees. The universities of applied sciences decide on the detailed contents and structure of the degrees they award. They also decide on their curricula and forms of instruction.

### 8.3.1. First cycle university of applied sciences degrees

The first cycle university of applied sciences degree consists of 180, 210, 240 or 270 credits (three to four and a half years of full-time study) depending on the field of study. The first cycle university of applied sciences degree is called *ammattikorkeakoulututkinto/yrkeshögskoleexamen*. The determined English translation for the degree is Bachelor's degree. The degree titles indicate the field of study, e.g. Bachelor of Engineering and Bachelor of Health Care.

Studies leading to the degree provide the student with: (1) broad overall knowledge and skills with relevant theoretical background for working as expert of the field, (2) knowledge and skills needed for following and advancing developments in the field, (3) knowledge and skills needed for professional development and life-long learning, and (4) adequate language and communication skills for working in one's own field and for international work and co-operation.

The first cycle university of applied sciences degree comprises basic and professional studies, elective studies, a practical training period, and a final project.

### 8.3.2. The second cycle university of applied sciences degrees

The second cycle university of applied sciences degree consists of 60 or 90 credits (a year or a year and a half of full-time study). The degree is called *ylempi ammattikorkeakoulututkinto/högge yrkeshögskoleexamen*. The determined English translation for the degree is Master's degree. The degree titles indicate the field of study, e.g. Master of Culture and Arts or Master of Business Administration. Eligibility for second cycle university of applied sciences degrees is given by a relevant first cycle degree together with at least three years of relevant work or artistic experience.

Studies leading to the degree provide the student with: (1) broad and advanced knowledge and skills for developing the professional field as well as the theoretical skills for working in demanding expert and leadership positions in the field, (2) profound understanding of the field, its relation to working life and society at large as well as the knowledge and skills needed for following and analysing both theoretical and professional developments in the field, (3) capacity for life-long learning and continuous development of one's own expertise, and (4) good language and communication skills for working in one's own field and for international work and co-operation.

The second cycle university of applied sciences degree comprises advanced professional studies, elective studies, and a final project.

30.09.2016

Student (Name, Birth date, ID) **10693 2000**  
 Study time 29.08.2013 - 30.09.2016

## ACADEMIC RECORD

	<u>Credits</u>	<u>Grade</u>	<u>Date</u>
<b>BASIC STUDIES</b>			
LANGUAGE AND COMMUNICATION	25.00		20.09.13
Personal Development Programme	2.00		03.05.16
Basics of ICT	2.00		31.10.13
Interpersonal Skills	3.00		26.03.14
English: Basics of Sports and Leisure English	3.00		09.02.14
English: Academic Writing	3.00		26.05.15
Professional Communication Skills	3.00		17.10.14
Finnish for Foreigners 1	6.00		04.12.13
Finnish for Foreigners 2	3.00		22.05.14
Finnish for Foreigners 3	3.00		14.04.15
<b>PROFESSIONAL STUDIES</b>			
FUNDAMENTAL KNOWLEDGE 1	18.00		20.09.13
Anatomy and Physiology	5.00		18.02.14
Exercise Physiology	4.00		04.05.14
Biomechanics of Human Movement	3.00		12.03.14
Human Motor Development	3.00		10.01.14
Nutrition	3.00		21.05.14
FUNDAMENTAL KNOWLEDGE 2	13.00		18.02.14
Applications of Exercise	4.00		02.11.15
Health Exercise Coaching 1	3.00		27.10.15
Adapted Physical Education 1)	3.00		31.12.14
Sports Psychology	3.00		07.01.16
HEALTH PROMOTION 1	10.00		20.09.13
Introduction to Physical Education	3.00		15.01.14
Instructing Health-Enhancing Physical Activity	4.00		07.05.14
Health Enhancing Physical Activity	3.00		13.12.13
HEALTH PROMOTION 2	9.00		20.09.13
Health Exercise Coaching 2	3.00		27.10.15
Motor Learning	3.00		28.09.15
First Aid and Health Risks	3.00		28.04.16
PHYSICAL ACTIVITY 1	10.00		20.09.13
Skiing and Outdoor Activities	4.00		30.05.14
Musical Exercise	3.00		19.12.13
Gym Training	3.00		17.03.14



Student: (1100)

	<u>Credits</u>	<u>Grade</u>	<u>Date</u>
<b>PHYSICAL ACTIVITY 2</b>	15.00		23.09.14
Ball Sports	6.00		17.12.15
Ice Sports	3.00		17.12.15
Aquatics 1	3.00		11.06.15
Athletics	3.00	3	08.12.15
<b>PHYSICAL ACTIVITY 3</b>	10.00		17.09.15
Downhill Skiing	3.00		20.08.15
Aquatics 2	3.00		14.01.16
Gymnastics	4.00	+	27.01.16
<b>RESEARCH STUDIES</b>	5.00		17.09.15
R&D Studies	5.00		08.12.15
<b>OPTIONAL PROFESSIONAL STUDIES</b>			
<b>BUSINESS STUDIES</b>	27.00		20.09.13
Introduction to Business Operations	3.00	+	20.01.14
Introduction to Marketing 1)	5.00		31.12.14
Management Accounting	5.00	3	14.09.15
Project Management	3.00	D	08.10.14
Leadership and Human Resource Management	5.00		09.06.15
Strategic Marketing Management 1)	3.00	1	31.12.14
Law Studies 1)	3.00	.	10.08.16
<b>ACTIVITY TOURISM</b>	19.00		09.03.15
Principles of Tourism	3.00		05.05.15
Introduction to Activity Tourism	3.00		18.12.15
Activity Tourism Product Development	5.00		18.12.15
Adventure Tourism	3.00		27.11.15
Programme Services Management	5.00		08.01.16
<b>FREE-CHOICE STUDIES</b>			
<b>FREE CHOICE STUDIES</b>	48.00		
Basic Mandarin Chinese	5.00	+	19.05.14
Business Plan	3.00	1	24.01.14
Tandem Russian-Finnish	3.00	2	09.09.14
Marketing in Education 1)	2.00		31.12.14
Czech Pronunciation - Practical Exercises for Foreigners 1)	8.00	P	31.12.14
Czech Language for Foreigners 1)	4.00	1	10.08.16
Czech Language for Foreigners 2-Sport 1)	3.00		10.08.16
Presentations and Projects in English 1)	8.00	1	31.12.14
Intercultural Studies 1)	8.00		31.12.14
Children and Sports Training 1)	4.00	1	10.08.16



Student (1106)

	<u>Credits</u>	<u>Grade</u>	<u>Date</u>
<b>PRACTICAL TRAINING</b>			
PRACTICAL TRAINING	30.00		09.03.15
Practical Training (Orientation)	12.00	P	27.11.15
Advanced Training	18.00		02.03.15

**THESIS**

THESIS	15.00		17.09.15
Thesis	15.00		28.09.15

Title of Thesis: *...*

**All subjects studied** 257.00 cr

**Total credits achieved** 257.00 cr

Weighted average grade of completed courses: 3.23

**Remarks:**

1) University of Ostrava, Czech Republic

The student has been absent for a period of 0 semesters.



*Katri Takala*

Katri Takala, Head of School

- |         |                |                                      |
|---------|----------------|--------------------------------------|
| Grades: | 5 Excellent    | K Course accomplished somewhere else |
|         | 4 Good         | P Approved                           |
|         | 3 Good         |                                      |
|         | 2 Satisfactory |                                      |
|         | 1 Satisfactory |                                      |
|         | 0 Failed       |                                      |