



RAMIK

2007
–
2008

STUDY GUIDE



Rovaniemen
ammattikorkeakoulu
University of Applied Sciences

RAMIK

STUDY GUIDE 2007–2008

ROVANIEMI UNIVERSITY OF APPLIED SCIENCES
ROVANIEMI 2007

To the reader

Welcome to study at Rovaniemi University of Applied Sciences!

In order to advance smoothly in their studies, students need to live a well-balanced, healthy life. Wellness includes, in addition to successful studies, financial security, balanced family and interpersonal relationships, sufficient rest and recreation, hobbies, etc.

RAMK arranges the prerequisites for studying. The Camos student union provides well-rounded hobby and recreational services, partly with financial support from RAMK. Naturally, you also have access to the City of Rovaniemi's health care, sports and cultural services as well as the activities arranged by the area's

clubs and associations. Likewise, the outdoors of Rovaniemi and all of Lapland await you. You can use these services and the offerings of nature to preserve and improve your wellness.

Live a full, well-balanced student's life!

I wish our students and staff a good academic year 2007–2008.

PENTTI TIERANTA
President

Student union's greeting

Welcome to study at Rovaniemi University of Applied Sciences (RAMK). You have made a good choice, just as we made a year or two ago. We hope you will feel at home in Rovaniemi. RAMK's student union - Camos - is here for you, to help and support you in both your studies and your free time.

The task of the student union is to look after students' legal rights, participate in decision-making at RAMK, develop education together with the staff, provide statements and above all, contribute to making students feel at home in Rovaniemi and at RAMK. Camos operates nation-wide as a member organisation of the National Union of Finnish Polytechnic Students - SAMOK ry.

You can become a member of the student union simply by paying the membership fee. At the same time you become a member of SAMOK. You will receive an official student card that entitles you to discounts on bus tickets (-50%), train tickets (-50%) and SRM. You also have access to other nation-wide and local benefits, such as discounts in sports services, clothing stores and restaurants. As a member you also enjoy cheaper coffee shop, bookstore and copy services on the different campuses.

The student union's decision-making power lies with a body of representatives comprised of students from the different fields of study. The body elects a board of directors for the student union that is responsible for the operation of the student union. Everyone on the board has their own area of responsibility, and the student union co-operates actively with RAMK's different campuses and other local student unions. Camos arranges sports services and other leisure-time activities for its members. You can get information about the services we offer and other member information from tutors or by contacting us directly.

Wishing you rewarding studies at Rovaniemi University of Applied Sciences,

Annina Kuoksa
Chairman
Camos ry
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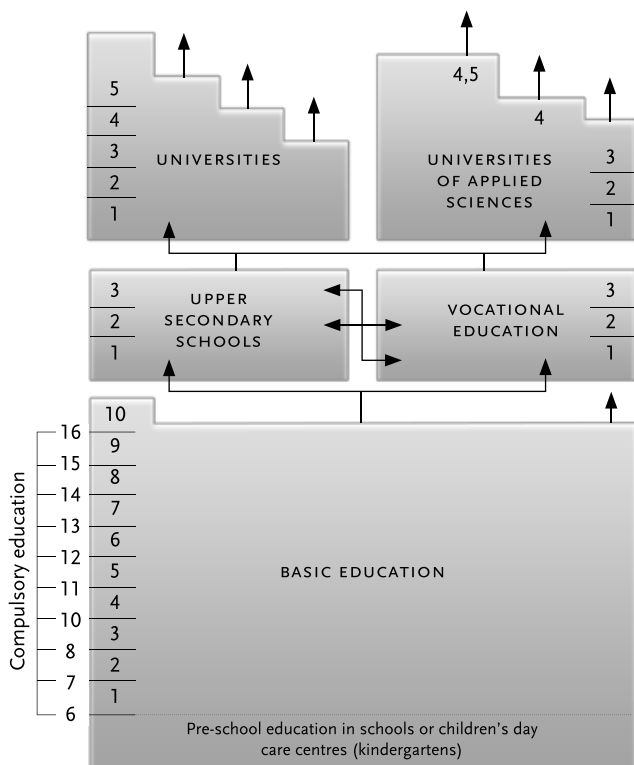
1 Rovaniemi University of Applied Sciences

1.1 Structure of Finland's education system

Universities of applied sciences (formerly polytechnics) are a part of Finland's higher education system. Universities of applied sciences and universities together form the system of higher education. University of applied sciences studies offer a practical higher education alternative that meets the needs of the industrial world. Students receive theoretical knowledge and practical skills in the field of their choice.

1.2 The task of Rovaniemi University of Applied Sciences

RAMK is responsible for professionally oriented higher education, applied research and development in Lapland's core branches of industry in the entire province. RAMK supports companies operating in traditional and new fields and fosters people's wellness in a health-wise and socially sustainable manner. RAMK's operation emphasises the fields outlined in regional and provincial strategies. The main principles



of operation are internationality, multi-disciplinary fields, internal and external co-operation, and networking.

1.3 Administration

RAMK's administration is governed by the law and statute on university of applied sciences education and specified on that basis in RAMK's regulations. Where applicable, the administration complies with the rules of Rovaniemi Municipal Federation of Education.

RAMK's board of directors

RAMK has a board of directors whose composition and tasks are specified in the law on university of applied sciences education and RAMK's regulations.

Composition of board of directors (alternates in parentheses)

Chairman, President

Pentti Tieranta

Other representatives of management:

Director Matti Lempiäinen

(Director Kerttu Oikarinen)

Director of Education Development Outi Hyry-Honka (Head of Development and Services Jouko Tiirola)

Teachers' representatives:

Principal Lecturer Jorma Hietanen

(Senior Lecturer Ulla Kangasniemi)

and Senior Lecturer Tero Leppänen

Representative of other full-time staff:

Senior Attendant Pia Lempiäinen

(Student Affairs Officer Maria Palokari)

Full-time student representatives 1.1.-31.12.2007

Kimmo Alaraudanjoki (Anniina Kuoksa) and

Saara Miettunen (Anni Mänttari)

Representatives of industry and working life:

Head nurse Marjatta Siira

(Lecturer Katariina Pehkonen) and

Managing director Pirkka Salo (Contact manager Heikki Kontiosalo)

President

RAMK's president is Pentti Tieranta.

Degree programmes, fields of study and campuses

Students are accepted into a degree programme or a certain line of a degree programme. The head of the degree programme is responsible for the programme's practical operation. The fields of study at RAMK are grouped into three main fields located on separate campuses: Rantavitikka (Production), Viirinkangas (Services) and Ounasvaara (Wellness). Each of these campuses is headed by a campus director. A director of education development is responsible for the developing of education on all the campuses.

Teachers

RAMK has principal lecturers, senior lecturers, part-time lecturers and visiting lecturers. The work of these teachers is specified in the statute on universities of applied sciences (352/2003) and RAMK's regulations.

Student union

RAMK's full-time students can be members of the student union, Camos (law 351/2003, § 42a). The union may also grant membership to students from other universities of applied sciences.

The union chooses student representatives for RAMK's board and other multi-member operational bodies specified in § 12, moment 2, paragraph 4 of the law 351/2003 and participates in other activities at RAMK. The union also functions as a link between its members and promotes their societal, social and intellectual goals and their aspirations related to their studies and their status in society.

2 Studying at the University of Applied Sciences

2.1 Instruction during the academic year 2007–2008

The scope of the degree programmes is 210 or 240 ECTS credits. Depending on the degree programme, the study period is 3.5 or 4 years. The study period in adult education may be shorter. The scope of studies leading to a Master's degree is 60 or 90 ECTS credits and the study period is 1 or 1.5 years. The degree programmes and degrees are presented in the degree regulations, chapter 6.

2.2 Schedules of the academic year

RAMK's academic year begins 1.8.2007 and ends 31.7.2008. The academic year is divided into autumn and spring semesters. Certain degree programmes may also include studies during the summer semester.

Study periods of the academic year

1st period	3.9.	–	26.10.2007
2nd period	29.10.	–	21.12.2007
3rd period	7.1.	–	29.2.2008
4th period	3.3.	–	25.4.2008
5th period	28.4.	–	19.6.2008

Weeks 43 and 10 are self-study weeks

The autumn semester ends Wednesday, 21.12.2007.

Christmas vacation is on weeks 52 – 1.

Grade assessment committee meetings

Friday	14.9.2007
Friday	12.10.2007
Friday	9.11.2007
Monday	10.12.2007
Monday	14.1.2008

Friday	8.2.2008	certificates signed on 18.2.2008
Friday	14.3.2008	
Wednesday	21.5.2008	
Friday	6.6.2008	certificates signed on 18.6.2008

General examination dates

Monday	3.9.2007	16:30 – 19:30
Monday	1.10.2007	16:30 – 19:30
Monday	29.10.2007	16:30 – 19:30
Monday	12.11.2007	16:30 – 19:30
Monday	26.11.2007	16:30 – 19:30
Monday	10.12.2007	16:30 – 19:30
Monday	14.1.2008	16:30 – 19:30
Monday	4.2.2008	16:30 – 19:30
Monday	25.2.2008	16:30 – 19:30
Monday	17.3.2008	16:30 – 19:30
Monday	21.4.2008	16:30 – 19:30
Monday	5.5.2008	16:30 – 19:30
Monday	2.6.2008	16:30 – 19:30

Summer exam dates

Friday	17.8.2007
Monday	18.8.2008

2.3 Registering as an attending or non-attending student

Students must register as attending or non-attending every academic year in the manner specified by RAMK. Non-attendance can be terminated by registering as an attending student at the beginning of the next semester. A student who does not register as an attending or non-attending student will lose his or her right to study. The right to study can be restored to a student who has lost his or her right to study starting from the beginning of the next semester. (RAMK degree regulation, 1.8.2007)

REGISTRATION PERIODS:

Continuing students

Students who will complete their studies during the normal period

- the registration period is 15.4.–31.5.
- registration via WinhaWille.

Students who will not complete their studies during the normal period

- the registration period is 1.6.–30.6. or 1.1.–13.1.
- registration via WinhaWille.

Students whose right to study ends 31.7. or 31.12.

Students whose right to study period is ending and who wish to extend their right to study must register as attending students in their application for the right to study. A student who has been granted an extension to his or her right to study period may not register as a non-attending student.

Starting students, transferring students and students who have postponed the start of their studies

Students register using the form sent to them. They must observe the dates and registration instructions on the form.

More information about registration and the rights of attending and non-attending students as well as the loss of the right to study because of neglecting to register is at www.ramk.fi/students/studying at RAMK.

2.4 Structure of studies

Studies at RAMK aim for a Bachelor's degree or a Master's degree. The goal is that the recipient of a Bachelor's degree is able to work independently as a specialist, in development work or as an entrepreneur in his or her field.

The recipient of a Master's degree is able to work in demanding specialist jobs.

A degree programme is an entity with one or more lines. Students are accepted to study in a degree programme or a line.

A study unit is a basic unit in terms of content and structure. Several study units belonging to the same subject entity form a study module. Each study module is identified by a 3–4 -character code (e.g., YH1, HYV1) and each

study unit by a 4–6 -character code (e.g., YH1A, HYV1A).

An ECTS credit is a measure of the scope of studies. Study units are allotted credits according to the amount of work they require. The average of 1600 hours required to complete the studies of one academic year correspond to 60 ECTS credits.

Basic studies develop students' readiness to study and their language skills and provide them with basic knowledge about research work and entrepreneurship studies. Students also become familiar with the field's most important concepts and its theoretical and professional principles.

Professional studies familiarise students with the entities and applications of professional work as well as their scientific principles.

Advanced professional studies in the Master's degree programme deepen students' application of theory in practice, project leading skills, R&D skills and social skills.

The objective of free-choice electives is to deepen and supplement students' professional know-how. Electives may also fill in and support the degree programme and expand its content according to personal interests and inclinations. In addition to general and campus-specific free-choice electives, studies completed in other degree programmes and at other schools may also be included in free-choice elective studies.

Practical training that enhances professional skills familiarises students under guidance with the main practical tasks associated with their field and the application of knowledge and skills in working life. Depending on the degree programme, the scope of practical training is 30 – 85 ECTS credits.

The Bachelor's thesis (15 ECTS credits) indicates students' readiness to apply their knowledge and skills in specialists' tasks or development of working life related to their professional studies. The thesis includes a maturity test, which indicates a command of Finnish and familiarisation with the topic of the thesis project.

The goal of the Master's thesis completed in conjunction with the Master's degree programme is to develop and indicate the ability

to apply research data and use selected methods to itemize and solve problems in working life, and readiness to work independently in a demanding specialist's job. The thesis includes a maturity test, which indicates a command of Finnish and familiarisation with the topic of the thesis project.

To receive a degree, all the study units included in the curriculum must be satisfactorily completed.

2.5 Studying

Personal curriculum

RAMK students' activeness and responsibility in planning and advancing in their own studies are important. Studying includes contact studies at the school, practical training and independent studies. Adult education is mainly implemented as multi-format education, which may include evening and weekend studies.

Registration for study units

Students register for all the study units they have chosen. Registration is done using the WinhaWille student interface of the study register at <http://www.ramk.fi/winhawille/wille.asp>.

Starting students register for their first-year study units at the beginning of the academic year.

Continuing students register for study units of the following academic year during the previous semester.

Students are accepted for studies in the order of registration, except in the case of mandatory study units, in which priority is given to students in whose curriculum said study units are mandatory. Registration is binding. If a student does not attend a study unit for which he or she has registered, the study unit is graded as 'failed'. Registration may be cancelled for a valid reason before the study unit begins.

Detailed instructions on registering for study units are available at www.ramk.fi/students/studying at RAMK.

Assessment of study performance

Student assessment is based on the objectives and performance requirements presented in the curriculum. The performance requirements of study units may include examinations and various written and oral exercises. Students have two opportunities to repeat a failed study unit and one opportunity to raise the grade of a completed study unit. Repetition of a study unit must be completed within two semesters after the study unit has ended. Repetition attempts also include examinations that the student signed up for but did not participate in or did not answer the questions.

Study unit examinations are arranged in conjunction with the study units and on general examination dates. Students must sign up in writing for examinations held on general examination dates at least two weeks in advance.

Study units are graded on a scale of excellent (5), good (3–4), satisfactory (1–2) and failed (0). A study unit may also be graded on a scale of passed (P) – failed (o). The performance requirements and principles of assessment of a study unit are given in the curriculum.

Credits for completed study units and parts of study units are recorded according to the day when they are approved. Credits are entered into the record of credits no later than one month after the studies are completed.

Rectification of assessment of study performance

A student dissatisfied with study performance assessment or approval of credits may ask the assessing teacher to rectify the assessment within 14 days after the student has received the results of the assessment and has come to know how the principles of assessment have been applied in his or her case. A student dissatisfied with the teacher's decision may request rectification of the decision from RAMK's board of examiners within 14 days after coming to know of the decision (L351, § 27).

Composition of the board of examiners

Chairman, Principal Lecturer Rauni Koukkula;
alternate member, Principal Lecturer Jorma Hietanen

Lecturer Merja Vankka; alternate member,
Senior Lecturer Jouko Saraniemi
Senior Lecturer Auli Tahiluoto, alternate member,
Head of Degree Programme Raimo Sirviö.

WinhaWille student interface of the student register

Students can use the WinhaWille student interface of the student register to monitor their own personal curriculum, study credits, personal data and contact information. In case of changes in their address or phone number, students should immediately update WinhaWille themselves.

Study credits and partial credits can also be printed out on paper using WinhaWille.

Registering as an attending or non-attending student and registering for study units is also done using WinhaWille.

Students are given a personal username and password for WinhaWille at the office of their campus. Detailed instructions on using WinhaWille can be found at: <http://www.ramk.fi/students/studying> at RAMK.

Applying for a degree

Applications for degrees are submitted in writing one week before the meeting of the grade assessment committee. There are separate instructions on applying for a degree and procedures during the graduation phase.

More instructions on applying for a degree can be found at: www.ramk.fi/students/studying at RAMK.

2.6 Student services

Tasks related to student services are centrally handled and developed by RAMK's student services. Student services include a common study affairs office, an admissions office, an international relations office, and career and recruiting services.

The person responsible for student applications, the administrator of RAMK's student register, the secretary/presenter of the financial aid committee, the student affairs officer for the open university of applied sciences and the vir-

tual university of applied sciences, and the student affairs officers of the Rantavitikka Campus are located in the common study affairs and admissions office. Student services are situated on the Rantavitikka campus at Jokiväylä 13.

Each campus also has its own office that serves students. The offices of the campuses and the common study affairs office provide students with a wealth of information related to studies as well as various certificates, such as study certificates, student cards and Kela's meal cards. To obtain a student card you need to provide a passport photo with your name on the reverse side. The offices also provide financial aid application forms and information about financial aid.

Contact information is given at the end of this study guide.

2.7 ADP information on-line services

Students can obtain usernames required for the ADP network, the register of credits and learning environments from the ADP specialist on their own campus.

2.8 Chargeable certificates

Copies of the degree certificate cost € 16/certificate. Additional copies of this study guide cost € 5/copy. (Students receive one copy of this study guide free of charge at the beginning of their studies.)

2.9 Study-related social benefits

Financial aid

To help finance their studies, students can apply for financial aid for institutions of higher education in accordance with the law on financial aid from Kela's financial aid centre. The aid is granted as a lump sum for the entire regular study period. The maximum aid period is 42 months for a 210-credit degree programme and 46 months for a 240-credit degree programme. The months of aid used for RAMK studies are considered part of the maximum of 70 months

of aid allowed for higher education studies.

Financial aid is granted for full-time studies lasting at least two months without interruption.

Applying for financial aid

Financial aid application forms are available at the study affairs office, the offices of the campuses and Kela. Students accepted under joint selection receive a pre-filled application form from Kela. The form can be delivered to the offices of the campuses, the study affairs office or directly to Kela's financial aid centre. The form should be delivered as soon as you receive confirmation of being accepted by RAMK. Financial aid is paid retroactively only beginning from the month when the application was submitted.

Students in adult education degree programmes, Master's degree programmes and specialisation studies apply for financial aid on the basis of their personal curriculum. An explanatory form concerning the personal curriculum is appended to the financial aid application form, which is delivered to RAMK's financial aid committee. The committee provides a statement confirming that the studies are full-time and forwards the application to Kela's financial aid centre for payment.

Applying for financial aid for studies that exceed the normal study period

Financial aid for studies that exceed the normal study period is applied for from Kela with a new application. The application should include a certificate of study showing the student's attendance history and the date when the right to study ended.

Kela's Internet home page at www.kela.fi contains detailed information about financial aid and application forms.

Monitoring of full-time studies

According to § 5 of the law on financial aid, the prerequisites for receiving financial aid are acceptance to an educational institution, full-time studies and advancement in the studies, and financial need for aid. Financial aid can be granted or payment of aid can be continued if the

student completes an average of 4.8 credits per month of aid (§ 4 of the statute on financial aid). RAMK's financial aid committee monitors the advancement of all recipients of financial aid yearly. This monitoring is done on the basis of the studies listed in the register of credits.

Monitoring the income of recipients of financial aid

Monitoring of income that affects financial aid is done each year on the basis of the student's annual income when the tax records are ready. The annual limit of free income that the student can earn without affecting his or her aid is calculated on the basis of months of aid received: € 505/month may be earned during each month of financial aid and € 1515/month during each month of no financial aid. For example, if a student receives financial aid during 9 months, the limit of income is $9 \times € 505 + 3 \times € 1515 = € 9090$. If the student's annual income exceeds the limit, the excess financial aid must be paid back. Income is not monitored monthly; it is monitored annually on the basis of total annual income. An exception is a month of full-time practical training, when the student does not receive financial aid if his or her average monthly income exceeds € 505. However, housing allowance and loan security can be granted. Students can prevent excess payment of financial aid by waiving the financial aid beforehand or by returning paid financial aid to Kela afterward.

Summer studies and summertime financial aid

RAMK students may also receive financial aid for full-time summer studies that are part of the degree programme. Financial aid months used for summer studies are part of the maximum number of months of financial aid allowed. Summertime financial aid is applied for through RAMK's financial aid committee. An explanatory form concerning the summer studies must be appended to the application form.

Financial aid for studies completed abroad

Financial aid may also be granted for studies completed abroad if the studies are included in the degree programme being completed in Fin-

land and they otherwise entitle the student to receive financial aid. Financial aid for a student studying abroad is the same size as in Finland. Housing allowance may be higher. Loan security for studies completed abroad is € 440/mo.

Financial aid committee

The operation of the financial aid committee is based on the law on financial aid (1994, 65, § 9 and § 9a). The financial aid committee monitors the advancement of students' studies and provides statements for Kela concerning advancement in the studies and specifies the sufficient scope of studies completed in summer or studies completed abroad that are not a part of the RAMK's exchange programme.

RAMK's financial aid committee consists of eight members, of which half are students. The chairman of the committee is Outi Hyry-Honka, Director of Education Development, tel. +358 20 798 5403, and the presenter/secretary is Co-coordinator Vuokko Kononen, tel. +358 20 798 5404.

Meal benefit

Kela pays meal support for one meal a day to RAMK students studying in a degree programme. Students studying in specialisation programmes who are eligible for financial aid may also receive meal support.

Students are entitled to reduced prices for student meals in all the student cafeterias included in the meal support system. Students get the reduced price by presenting the membership card of their student association or Kela's meal support card. In the absence of the card, students can get the reduced price by presenting a study certificate or student card. In cafeterias outside their own school students should present their student association membership card or the financial aid centre's meal support card.

Adult education financial aid

The education and severance fund's adult education financial aid replaces the adult education grant, which ended 31.12.2002. For more information about adult education financial aid and

application forms, visit the fund's home page at: www.koulutus-erorahasto.fi. Forms are also available at the information service points of employment agencies.

Student housing

The Domus Arctica Foundation's student housing can be applied for throughout the year. Housing application forms are available at the foundation's office: Ylikorvantie 22 A, FI-96300 ROVANIEMI, tel. +358 20 769 9180 or at www.urova.fi/das/.

Rovaniemi Municipal Federation of Education has student housing in Kalliokumpu, Rantavitikka, Ojanperä and on Jänkätie. Housing application forms can be submitted when confirming your student place or by filling out an application form on-line. You may also apply for housing with a free-form application sent to Rovaniemen koulutuskuntayhtymä/Tilapalvelu, Mirjami Palojärvi, Toripuistikko 5-7 3rd floor, FI-96200 ROVANIEMI, tel. +358 20 798 4052. More information, maps of the locations of the housing and an application form are available at <http://www.redu.fi/asuntola>.

Accident insurance

Students are insured against accidents during their actual period of study and during practical training related to their studies, unless they have a job contract.

Reduced rates

A valid student card entitles the student to reduced rates, for example on public transport.

2.10 Student health care service

Student health care services are provided by the City of Rovaniemi. RAMK students' health care office is located in the Saarenkylä health care centre's facilities at Pulkamontie 4, FI-96900 Saarenkylä. Entrance is via the C door (at the left end of the building). The office will most likely move to the city centre in the autumn of 2007. The location of the office will be announced on the bulletin boards and at www.

ramk.fi/terveydenhuolto. The office is open Mon–Thu 8:00–16:00 and Fri 8:00–14:15. You can independently make an appointment with the health care nurse when you need help in matters related to your health and wellness or if you become ill. If necessary, the health care nurse also gives health examinations and instructs students to visit different specialists. Student health care service also includes matters related to contraception, vaccinations and travel. You can also make an appointment for mental health or substance abuse matters. New students are given health examinations during the first academic year.

The goal of student health care service is to view healthy habits of life as a positive resource in the everyday life of the students.

The health care nurse's services are free of charge.

Visiting hours

Mon–Fri 8:00–16:00 without an appointment. At other times by appointment. Appointments should be made by phone or e-mail.

Health care nurse

Minna Lohela
tel. 322 4539 (or 322 4517)
room no. 39 (and 17)
minna.lohela@rovaniemi.fi

Doctor services

All RAMK students have their own health care team according to their place of residence. The services also belong to students from elsewhere.

Contact the health care team in your area.

The area health care teams also provide emergency appointments to a nurse or doctor on Mon–Thu 8:00–16:00 and Fri 8:00–15:00.

Sairaalakatu health care teams:

Ounastiimi tel +358 16 322 4453 (Ounasvaara, Ounasmetsä, Ounasrinne, Pöykkölä)
Uittotiimi tel +358 16 322 4454 (Keskusta, Kirkkolampi, Yliopisto, Viirinkangas)
Kairatiimi tel +358 16 322 4455 (Vanhatori, Kivalonpuisto, Lapinrinne, Vennivaara)

Rovatiimi tel. +358 16 322 4456 (Kauppatori, Korkalovaara, Vaaranlampi, Karinrakka)

Pulkamontie health care teams:

Saarentiimi tel. +358 16 322 4575
Etelätiimi tel. +358 16 322 4555
Pohjoistiimi tel. +358 16 322 4565

Emergency care and first aid

Lapland Central Hospital emergency polyclinic, Ounasrinteentie 22, Rovaniemi.

Basic emergency public health care:

tel. +358 16 2140, 8:00–22:00.

The emergency polyclinic is for emergencies, acute illnesses and accidents in which it is not possible to wait to visit one's own doctor the next day. The emergency polyclinic is intended for patients whose illness requires immediate assessment and treatment and whose treatment cannot be delayed without significant detriment to their health. The emergency polyclinic does not give appointments. Waiting time depends on the patient situation. The order of treatment is not determined by the order of arrival, the polyclinic staff assesses the patients' order of urgency based on their present condition and the type of illness they have. The health care teams also treat emergency cases, who are given appointments within 1-3 days from the patient's contact. Students who live in Rovaniemi and need emergency doctor's treatment are treated during the visiting hours of their own area's health care team. The health care teams' visiting hours are Mon–Thu 8:00–16:00 and Fri 8:00–15:00.

Night-time emergency care

Lapland Central Hospital's first aid clinic, Ounasrinteentie 22, tel. +358 16 328 2100, 22:00–8:00. Only emergency cases are treated at night.

Health care centre fees for patients over 18 years of age

Annual fee € 22

Single visit € 11

The surcharge for emergency care on weekdays after 20:00 and on weekends is € 15.

The surcharge for night-time emergency care

is € 22.

The fee for an uncancelled appointment is € 27.

Dental services

Dental check-ups should be done in your home municipality. The dental services of the City of Rovaniemi's health care centre are available to people from other localities and foreigners only in cases of acute toothache. To make an appointment for dental services, call +358 16 322 2562. For more information, see Rovaniemi's dentist's offices.

Private doctors in Rovaniemi:

Suomen terveystalo: Mediroi, Hallituskatu 20 D 3rd floor, tel. +358 20 745 3700
Sairasapu, Maakuntakatu 7, tel. +358 20 745 3670

2.11 Study psychologist

Degree students at RAMK and the University of Lapland have access to a common study psychologist. Primarily, students who face difficulties in their studies should contact their lecturer-tutor. However, while studying it may be possible to experience periods when additional support for one's own wellness and advancement in studies is necessary.

It is possible to make confidential visits to the study psychologist to discuss matters related to studies or life's situation that weigh on one's mind. Students can develop their study skills, ponder their goals and motivation, deal with exam problems, use of time or difficulties with the writing process. Reasons for contacting the study psychologist may be problems related to oneself, life's situation or relationships with other people, depression, tension or problems related to substance abuse, eating or Internet use. If necessary the study psychologist can provide support in searching for other services, like psychotherapy. The study psychologist also arranges various courses or groups, such as dealing with stage fright together with the lecturer in verbal communication.

Depending on the situation and need, about one to five or ten visits are arranged. Appointments are made directly by phone or e-mail.

Contact information:

Study psychologist Sirpaliisa Euramaa,
tel. +358 16 341 2276 / +358 400 235 661.
sirpaliisa.euramaa@ulapland.fi, www.ramk.fi/
opintopsykologi

2.12 International activities

The goal of RAMK's international activities is to produce international, qualitative and competitive degrees; to implement research, development and services; and to educate internationally competent employees to meet companies' needs. RAMK's strong area is its competence in northernness, which is also the focus of its international activities. As the northernmost university of applied sciences in the European Union, RAMK is a place that sparks international interest.

International operation is apparent at RAMK in its student, trainee, teacher and specialist exchanges, instruction given in a foreign language, and international projects, conferences, theme days and visitors. The focal areas of exchanges are the Barents region, Europe, Asia and the USA.

RAMK's students can complete part of their studies and practical training belonging to their studies abroad. Studies and practical training are supported with financial aid. Each student at RAMK has an opportunity to participate in international studies even without going abroad. Foreign lecturers visit during specialist exchanges and students may have foreign exchange students as classmates. It is possible to complete study units entirely in a foreign language, and the topics are often also handled from an international viewpoint. The "From RAMK to the World" study unit provides readiness for international activity. It is also possible to internationalise by becoming an international peer counsellor student (4.8 ECTS credits).

RAMK has a common international relations office that serves both students and staff in all matters related to internationality. Each campus also has an international relations officer who provides students with information on the possibilities to study and train abroad offered by the degree programme.

International Relations Office

Jokiväylä 13
 FI-96300 Rovaniemi
 Fax +358 20 798 5497
 international@ramk.fi

Head of the International Relations Office

Hellevi Leppiaho
 Tel. +358 20 798 5407
 hellevi.leppiaho@ramk.fi

International Relations Secretary

Pia Kokko
 Tel. +358 20 798 5411
 pia.kokko@ramk.fi

International Relations Secretary

Katariina Vinblad
 Tel. +358 20 798 5417
 katariina.vinblad@ramk.fi

2.13 Language centre

The language centre organises RAMK's language and communication education. The language centre also arranges tailored education in languages and communication for RAMK's staff and external clients. The goal of the language centre's operation is to support the internationalisation of RAMK's students and degree programmes as well as the economic life and companies of the province.

Language Centre

Jokiväylä 11 C
 FI-96300 Rovaniemi
 kielikeskus@ramk.fi

Head of the Language Centre

Toini Rossi
 Tel. +358 20 798 5413
 toini.rossi@ramk.fi

Senior Administrator

Merja Forest
 Tel. +358 20 798 5400
 merja.forest@ramk.fi

2.14 Library and information services

RAMK's library operates at three locations: the Ounasvaara Campus on Porokatu, the Viirinkangas Campus on Viirinkankaantie and the Ran-tavitikka Campus on Jokiväylä. The library system also includes the Levi Institute's library in Kittilä.

The library as a learning environment offers reference material in both printed and electronic format, facilities and working areas, and information services. Instruction in information acquisition and use of information sources is arranged as both contact teaching and on-line education. RAMK students' Investigative Learning study unit includes a Principles of Information Acquisition course (1.5 ECTS credits).

The library's collections are in line with the fields of study, and they include scientific and professional material primarily in Finnish and English. The library's collections can be found in the Kaarnikka database at <http://kaarnikka.amkit.fi>. The Internet page at <http://www.ramk.fi/kirjasto> contains links to domestic and foreign on-line material and other selected information sources.

The library's contact information, open hours, services, rules, current bulletins, etc., can be found on the web pages.

2.15 Career and recruitment services

RAMK's career and recruitment services support the employment of students and recent graduates. The goal is to develop students' contacts with working life during their studies by means of practical training, project work and thesis projects, thereby promoting their employment upon their graduation. Co-operation initiated during their studies brings results, as nearly one fourth of students are employed by companies with which they formed contacts during their studies.

Career and recruitment services are primarily included on the campuses and in the degree programmes, close to everyday studies and the students! Teachers in the students' own fields

guide the students in the practical aspects of working life through practical training, project studies and thesis projects. The focused support service of the career and recruitment services offers students job application training, personal assistance in searching for a job and career selection, Jobstep.net-related support service and training, and follow-up information related to employment.

A tool in career and recruitment services is the nation-wide Internet-based Jobstep.net employment and information service at <http://www.jobstep.net>. With this service students can make their know-how known to employers and/or search for suitable work on-line. Students must register as users the first time they visit the site. After registration the username is RAMK+winha number. Each RAMK student has the right to use the Jobstep.net service from the beginning of his or her studies until one year after graduation. RAMK's own Internet pages also contain information about searching for a job, compiling a job application, practical training and employment of graduates.

Arja Taavetti
Co-ordinator
RAMK's career and recruitment services
Jokiväylä 13
FI-96300 Rovaniemi
Tel. +358 20 798 5415
arja.taavetti@ramk.fi

2.16 Lapland Sports Academy

Lapland Sports Academy is a network of educational institutions and co-operating partners with the goal of successfully integrating athletes' studies and career in sports. One of the main tasks of the Academy is to provide more effective coaching of top athletes and aspiring athletes and support the studies of athletes. The Sports Academy offers excellent circumstances for daily training, extensive coaching services and versatile support in planning and implementing studies.

Lapland Sports Academy offers its athletes the following services, to name a few: more ef-

ficient study guidance, versatile training conditions, six hours a week of guided training led by a coach (alpine skiing, cross-country skiing, ski jumping, combined skiing, football, hockey, volleyball, track and field, snowboarding, and other sports together), massaging and physiotherapy, spa services and testing at reasonable prices. A Sports Academy athlete studying at RAMK may also receive credits (altogether 15 ECTS credits and a maximum of 5 ECTS credits / year) by preparing and planning the intergration of his or her own studies and sports and self-evaluating his or her own performance.

A daytime or adult student who has confirmed his or her student place at RAMK may apply to Lapland Sports Academy with higher-level application form, which can be found at www.lapinurheilukaatemia.fi. The application period ends 14.9.2007. Students are selected to the Sports Academy on the basis of their sports achievement from among daytime and adult students on 17.9.2007.

The application form can be brought or mailed to:
Kalle-Pekka Tiihonen / Lapland Sports Academy
Rovaniemi University of Applied Sciences
Hiihtomajantie 2
FI-96400 Rovaniemi

For more information, contact RAMK's contact person, Kalle-Pekka Tiihonen
Tel. +358 20 798 5610
kalle.tiihonen@ramk.fi

The contact person at the Viirinkangas Campus is Senior Lecturer Jaakko Naasko
Tel. +358 20 798 5735
jaakko.naasko@ramk.fi

The contact person at the Ounasvaara Campus is Senior Lecturer Mika Rahkola
Tel. +358 20 798 5635
mika.rahkola@ramk.fi

The contact person at the Rantavitikka Campus is Senior Lecturer Kari Peisa
Tel. +358 20 798 5367
kari.peisa@ramk.fi

3 Other learning environments

3.1 InnoAcademy – learning by doing

InnoAcademy is learning environment comprised of RAMK's teachers and students that encourages its members to self-guided entrepreneur-like activity. Today students and teachers from Finnish and English degree programmes work at InnoAcademy.

Students apply to study at InnoAcademy primarily after completing their basic studies. InnoAcademy expects students to exhibit activeness, initiative, responsibility, enthusiasm and humour, which make working together most successful. Studies completed at InnoAcademy consist of professional studies, project studies, practical training and a thesis project.

Studying at InnoAcademy is a combination of theory and practice, as the studies are completed by implementing various projects related to working life and industry. The required theory is mainly acquired from the literature of the field. The significance of reading and literature is essential at InnoAcademy, and theoretical knowledge is also acquired under the guidance of specialists. Theoretical knowledge is not acquired by memorisation, but rather it awakens thoughts and ideas that are tested in practical projects. Project teams formed by students implement commissions from industry under the guidance of their counsellors and clients. The teams are responsible for their work, results and the manner of working. All the students on project teams have their own role; by turn they act as a project manager, project assistant and project team member. Project teams meet weekly with their counsellors, who guide and support the activity of the teams. Documentation of project processes and results is important, and the results are presented to the clients and other members of InnoAcademy at common meetings. Some of the commissions are confidential, in which case access to information is restricted to those who need it. The

members of InnoAcademy themselves also actively acquire commissions.

The study units completed by the students are assessed by means of self-assessment, peer assessment and the assessments by the counsellors and clients. No examinations or conventional lectures are arranged at InnoAcademy.

The activity of each member of InnoAcademy reflects mutually agreed values, which are Lappishness, practicality, trust, renewal and humour. Each member of InnoAcademy is responsible for his own learning, supports other members of the community, and motivates, encourages and guides others.

InnoAcademy operates in its own facilities. The facilities are arranged as open offices. If necessary, work sites suitable for quieter work are also available at InnoAcademy. InnoAcademy's facilities contain necessary equipment and software for implementing demanding projects. Each student has his or her own key to the facilities, so he or she can enter whenever it is suitable. InnoAcademy's counsellors work in the same facilities as the students, without closed offices.

More information:

Matti Liimatta

Director of InnoAcademy

Rovaniemi University of Applied Sciences

Viiirinkankaantie 1, FI-96300 Rovaniemi

Tel. +358 400 518 018

3.2 YritysTakomo

RAMK's enterprise incubator, YritysTakomo, is implemented through the Yritystakomo free-choice elective studies, which comprise 15 ECTS credits. YritysTakomo utilises in its operation the expertise existing in RAMK's fields of study. YritysTakomo's operation includes all the fields of study at RAMK. Co-operation is done through Yritystakomo with the region's advisory organisations and various interest groups, like Lapland's Employment and Economic Development Centre and entrepreneur organisations.

YritysTakomo offers start-up and existing enterprises guidance and support by instructing them in developing a business idea; developing

a business plan; compiling marketing, financing and other plans; and creating a network of co-operation. To increase know-how and specialist exchanges, YritysTakomo has created a mentor system that utilises the experience and know-how of already operating entrepreneurs. The interactive mentor project has created a model in which a student or students work in a company and complete various development tasks related to the company's operation, and in turn the entrepreneur uses his or her own time to guide the students and also to plan and implement study units.

YritysTakomo offers enterprises and students planning business operation personal guidance according to the needs of each enterprise / entrepreneur. YritysTakomo's enterprises can form a network among themselves in order to benefit their marketing or purchasing, for example. The network also functions as a discussion forum between entrepreneurs. YritysTakomo together with its co-operative partners arranges educational events and regular thematic events. Upon completing their entrepreneurship studies, students have the possibility to obtain an entrepreneur's professional degree (YAT) or an entrepreneur's specialist professional degree (YEAT). The main principle of all activity is confidentiality.

Contact us if you have a business idea.

Additional information:

Anitta Ruoskanen
Principal Lecturer in entrepreneurship
Rovaniemi University of Applied Sciences
Viirinkankaantie 1, FI-96300 Rovaniemi
Tel. +358 20 798 5748

3.3 Virtual University of Applied Sciences

RAMK belongs to the Virtual University of Finland, an entity formed by universities of applied sciences that strengthens and diversifies education and training offered by the universities. The objective is that all students have the possibility to also complete virtual study units offered by other universities. Virtual university education is

based on the principles of open education and distance education.

Virtual studies support students' personal curricula. RAMK's virtual study units are free of charge for students, but the virtual studies of other schools are chargeable. For this reason students should plan virtual studies selected from other schools together with their tutor or head of the degree programme, who approves them for the students' curricula. RAMK students register for RAMK's virtual studies through WinhaWille at <https://winhawille.ramk.fi/winhawille>.

Registration for virtual university studies offered by other universities of applied sciences is done directly through Finland's Virtual University portal at www.amk.fi. Students must have the approval of their own degree programme for virtual studies other than those offered by RAMK. The portal also contains clear instructions on the implementation, schedules and completion of study units. RAMK students are informed of acceptance into their own school's virtual studies through WinhaWille. Notification of acceptance into Averko's and other universities' virtual university studies is sent to the students by e-mail.

The grades of RAMK's virtual studies are recorded directly into WinhaWille. Certificates of completion of other universities' virtual studies are sent to RAMK. Students apply for approval of their studies from their own degree programme. RAMK students can obtain necessary usernames for the on-line and learning environments from the ADP specialist on their own campus.

Additional information:

Seija Enbuske
Rovaniemi University of Applied Sciences
Jokiväylä 13, FI-96300 Rovaniemi
Tel. +358 20 798 5399
Fax +358 20 798 5499
seija.enbuske@ramk.fi

3.4 Open University of Applied Sciences education

Open university of applied sciences education consists of studies that comply with RAMK's curriculum. They are arranged in Rovaniemi and the municipalities of the region. The education is open to everyone interested, regardless of age or previous education. The education is arranged evenings and on weekends, and also together with RAMK's degree programme students completing their scheduled studies. It is also possible to participate in on-line education.

Open university of applied sciences studies may be included as ECTS credits in a degree programme. Approval of the credits complies with RAMK's degree regulations. (chapter 6).

The curriculum and more information about open university studies can be found at <http://www.ramk.fi/avoainamk>, the Provincial University of Lapland's open education guide and the Provincial University of Lapland's site at (www.maakuntakorkeakoulu.fi).

Open university studies are free of charge for students studying in a degree programme if there are vacant places after the application deadline. Participation in open university studies should be agreed on with the head of the degree programme before starting.

Registration for open university study units is done at <http://www.ramk.fi/ilmoittautuminen>.

Additional information

Seija Enbuske
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Education Co-ordinator
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Jokiväylä 13, FI-96300 Rovaniemi
Tel. +358 20 798 5416
marja-leena.tuomainen@ramk.fi

3.5 Provincial University of Lapland

RAMK co-ordinates the joint regional operation of Lapland's institutions of higher education, the Provincial University of Lapland. The purpose of the University is to 1) support regional development work, 2) improve the availability of higher-level education, and 3) increase co-operation between educational organisations. Regional operation is planned in regional co-operative bodies.

Operation is concretised as education (open university of applied sciences and open university education, supplementary education, education leading to a degree) derived from the needs of the region's industry, regional research and development projects (thesis projects, studies, assessments) and R&D and innovative projects that serve business operation.

The operation and offerings of the Provincial University of Lapland project are posted on the university's information pages at (www.maakuntakorkeakoulu.fi) and in the open education guide that will appear in late summer.

Additional information:

Director Ari Konu
Jokiväylä 11 C, FI-96300 ROVANIEMI
Tel. +358 20 798 5405
ari.konu@ramk.fi

3.6 Summer University of Lapland

Summer University of Lapland is an institution of free education that primarily provides adult education services in the region. Summer University of Lapland is a part of the Provincial University of Lapland, and its mission is to organise and develop regionally offered education in co-operation with other educational institutions, especially in conjunction with open university education.

Today a significant portion of the operation is open university education. The summer university offers students from different fields the possibility to supplement their degree programme with open university studies. Open university education is always based on the requirements of a university, and therefore the studies are acceptable as ECTS credits.

The summer university operates all year round. The summer university offers the possibility to complete studies in Rovaniemi, in the Kemi-Tornio area and elsewhere in the province particularly as multi-point education.

Open education offered by the summer university is published in the Provincial University of Lapland's open education guide that appears in August. Current information about the education can be found on the summer university's pages at www.lapinkesayliopisto.fi and the Provincial University of Lapland's pages at www.maakuntakorkeakoulu.fi. The summer university also arranges current professional supplementary education, language and internationalisation training in Finland and abroad, upper secondary school courses and university activities for the elderly. It is possible to influence the education offered by the summer university by sending initiatives concerning needed studies.

Additional information:

Summer University of Lapland
Rovaniemi office
Jokiväylä 11
FI-96300 Rovaniemi
Tel. +358 20 798 5293
info@lapinkesayliopisto.fi
www.lapinkesayliopisto.fi

4 Common studies

4.1 RAMK's common basic studies

The student's curriculum includes 15 ECTS credits of RAMK's common basic studies. Common studies develop the student's readiness to study and language skills, and provide basic knowledge in research work and entrepreneurship studies.

STUDY MODULE

YH1 RAMK's common basic studies

Study Units

YH1A Investigative Learning	3 ECTS cr
YH1B Communication	3 ECTS cr
YH1D Lapland as Part of the EU	3 ECTS cr
YR1A Individual, Enterprise and Society	3 ECTS cr
YH1E Principles of Research and Development Activity	3 ECTS cr

Study unit

YH1A Investigative Learning	3 ECTS cr
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Objectives and contents of the study unit

The students comprehend the learning process, identify their own capacity to learn and develop their readiness for self-guidance and self-assessment, which are an integral part of university studies. The students understand the importance of continuous personal information retrieval and data management as part of the learning process and the development of their professional skills.

Contents

- Part 1: Learning to learn
 - investigative learning and self-guided learning
 - study skills
 - assessment of learning
 - planning of studies
- Part 2: Principles of information retrieval
 - defining the need for information
 - effective information retrieval

- critical and ethical use of information sources

Teaching methods

The course is carried out in an on-line learning environment. The students are introduced to the on-line learning environment and given instructions for on-line studies. The students are assisted in this study unit by a web tutor. The students are obligated to enrol for a repetition of the course with the on-line study secretary via e-mail: eopintosihteeri@ramk.fi

Reading material

All reading material can be found in the virtual learning environment.

Performance requirements and assessment principles

Completion of the learning assignments in the on-line learning environment.

Assessment scale: pass – fail

Study unit

YH1B Communication 3 ECTS cr

Objectives and contents of the study unit

The students become familiar with the concepts of communication. They have a command of basic communication skills needed in studies and working life.

Contents

- Culture and concepts of communication
- Development and assessment of oral communication skills, discussion skills, planning and presentation of an introduction and an informative speech
- Compiling a journal, an essay, a memo, lecture notes, a report and a summary, and making a text analysis

Teaching methods

Lectures, oral and written communication exercises, group work.

Reading material

Kunelius Risto, *Viestinnän vallassa* (5th edition) p. 3 – 27, 78 – 271
Kivikuru Ullamaija and Kunelius Risto (ed.), *Viestinnän jäljillä* p. 79 – 98, 103 – 118, 301 – 318,
RAMK's document compilation instructions

Performance requirements and assessment principles

Lectures, completion of oral and written communication exercises, essay and introduction. All parts need to be accepted to pass the course.

Assessment scale: excellent (5) – fail

Study unit

YH1D Lapland as Part of the EU 3 ECTS cr

Objectives and contents of the study unit

The study unit familiarises the student with the European Union's regional policy and its impact on Lappish economic life: how is decision-making in regional policy carried out in practice, what are the methods of influencing decision-making, how is regional policy implemented in different areas in practice and how is it apparent in Lapland. The topic is examined through EU project activity and a practical case study.

The study unit also briefly introduces how project activity is implemented in the European Union and shortens distances between Lapland, the rest of Europe and the world.

Contents:

- A brief look at the most important sources of information
- The European Union's regional policy
- Practical cases
- Other project activity supported by the European Union

Teaching methods

The entire study unit is carried out as self-guided on-line education. The contents and study material of the study units are in English. The study unit is tutored in Finnish and

the essays can be written in Finnish.

The study unit is divided into sections that include a brief presentation complete with explanations and links to the most important European Union home pages. Practical implementation of regional policy is introduced through practical cases. Each section includes its own learning exercises.

Reading material

Most of the teaching material is found on the European Union's home pages at www.europa.eu.int and therein especially the European Commission's pages dealing with regional policy and project activity at www.europa.eu.int/comm/. The course also covers other sources of EU information.

Performance requirements and assessment principles

Completion of the study unit is based on separate exercises in each section. Students must pass an on-line exam after sections 1 and 2 according to an agreed schedule. To pass the on-line exam, 70 % of the questions must be answered correctly. There is no limit to the number of repetitions of a failed exam. After completing sections 3 and 4 the students must write an essay, which is graded on a scale of excellent – fail.

Assessment scale: excellent (5) – fail

Study unit

YR1A Individual, Enterprise and Society 3 ECTS cr

Objectives and contents of the study unit

The students become acquainted with the business environment and its changes on both the national and international level. They comprehend that entrepreneurship is a career option, recognise entrepreneurship qualities and become acquainted with the possibilities of business operation.

Contents

- models and mechanisms of economic operation
- changes and challenges in working life
- global economy, Finnish economy and enterprise
- entrepreneurship as an attitude, an operating method and a profession
- values and ethics
- readiness to work as an entrepreneur
- entrepreneurship cases

Teaching methods

Lectures, entrepreneur and business visits, work in small groups and self-access

Reading material

Material covered during lectures
Supplementary material will be announced at the beginning of the study unit

Performance requirements and assessment principles

Completion of this course requires active participation in contact lectures and completion of the learning exercises.

Assessment scale: pass – fail

Study unit

YH1E Principles of Research and Development Activity 3 ECTS cr

Objectives and contents of the study unit

The students become interested in the research and development challenges in their own professional field. The students comprehend the idea of research-based activity and the importance of diversified research to problem solving in working life. The students familiarise themselves with research work and various studies. They also familiarise themselves with project activity and its importance, regardless of the field or the nature of the project.

Contents

Part 1 Principles of research work:

- research work and various studies

Part 2 Principles of project activity:

- devising a project plan
- reporting and monitoring a project

Teaching methods

Section 1: Studies consist of lectures and presentations of professional research work (visiting researchers).

Section 2: Studies are carried out in a virtual learning environment. Teaching is divided into well-defined partial tasks that support self-access assignments. The tasks include a short introduction, an animated transparency presentation, bibliographical references and Internet links. A series of exercises, which are automatically checked by the learning environment, are linked to these partial tasks. After completing one series of exercises, the student can move on to another partial task.

Reading material

Section 1: Source material: 1. Pihlaja Juhani. 2001. *Tutkielmaa tekemään*. Soceda.

2. Karjalainen Sakari. 2002. *Tutkijan eettiset valinnat*. Gaudeamus.

3. Hirsjärvi, Remes ja Sajavaara. 2003. *Tutki ja kirjoita*. Tammi.

Section 2: All source material can be found in the virtual learning environment

Performance requirements and assessment principles

Part 1: Lectures, obligatory attendance at seminars and evaluation of a study.

Part 2: Completion of the partial tasks, practical exercise related to the student's own field of study and an on-line exam. All parts must be satisfactorily completed.

Assessment scale: pass – fail

4.2 Business expertise and entrepreneurship

The student's degree includes 15 ECTS credits of business expertise and entrepreneurship studies. The studies consist of five 3-point study units. The first is implemented in common basic studies and the rest in the degree programmes.

STUDY MODULE

YR1 Business Expertise and Entrepreneurship **15 ECTS cr**

Objectives and contents of the study module

The students acquire basic knowledge about business expertise and entrepreneurship. They understand the importance of business expertise in the operation of enterprises and organisations. The students become familiar with the basic principles of economic operation and understand how an enterprise functions and the significance of marketing and financial management in an organisation's operation. The students become familiar with entrepreneurship in their own field, the possibilities of entrepreneurship, and understand that entrepreneurship is an option as a career.

Study unit

YR1A Individual, Enterprise and Society **3 ECTS cr**

- presented in RAMK's common studies

Study unit

YR1B Business Operation and Planning of Business Operation **3 ECTS cr**

- implemented and presented in the degree programmes

Study unit

YR1C Principles of Financial Management **3 ECTS cr**

- implemented and presented in the degree programmes

Study unit

YR1D Principles of Marketing **3 ECTS cr**
 - implemented and presented in the degree programmes

Study unit

YR1E – YR1W **3 ECTS cr**
Entrepreneurship in the Student's Own Field
 - implemented and presented in the degree programmes

4.3 Free-choice electives

The goal of free-choice electives is to support studying, professional and personal development, and multi-professionalism.

Free-choice electives arranged by RAMK are

- language and communication studies (VV1)
- general free-choice electives (VV2)
- campus-specific studies that provide know-how in service (VV3), production (VV4) and wellness (VV5) and
- YritysTakomo studies (VV6)

The topics of the studies are based on RAMK's strategy.

All studies arranged at RAMK as well as studies completed at another university of applied sciences, university or elsewhere by agreement may also be approved as free-choice electives.

Free-choice electives of Master's degree programmes are presented in conjunction with the degree programmes.

4.3.1 Language and communication studies

RAMK's language studies are based on the statute 352/2003 on universities of applied sciences and § 8 on language skills. Language and communication skills are part of the professional competence of a RAMK graduate. For this reason language studies emphasise language and communication skills needed in different professions. The scope of language studies varies by field and degree programme. English, Swedish and communication are mandatory in all degree programmes. In addition, RAMK students may select language and communication

studies as free-choice electives.

The objective of RAMK's language and communication studies is to

- offer the students the possibility to acquire language and communication skills that meet the requirements set for a university of applied sciences degree
- prepare students for communication situations in working life
- strengthen the students' cultural awareness so they are able to cope in increasingly international working life
- offer the possibility to study several languages and
- motivate the students to continuously develop their language skills.

Entry-level tests and activation studies in English and Swedish

The entry-level requirement for English and Swedish studies is completion of secondary school education or secondary level vocational school education.

At the beginning of their studies students who have a secondary level vocational school education participate in entry-level tests in English and Swedish. The tests are also recommended for secondary school graduates. The tests are used to determine whether or not the students' entry level is sufficient for RAMK studies in English and Swedish.

Assessment of the entry-level tests complies with levels A1 – C2 of the Council of Europe's pan-European 6-level framework. Students who perform poorly in the entry-level tests (levels A1, A2, B1) are advised to take preparatory study units in English and Swedish. Notification about signing up for study units VV1A Activation of English and VV1B Activation of Swedish will be given after the entry-level tests.

Swedish studies and language legislation

The statute (352/2003) on universities of applied sciences specifies that students must indicate, either through their studies included in the degree programme or otherwise, that they have achieved the level of skill in Finnish or Swedish required of a civil servant in a post re-

quiring a higher education degree in a bilingual official district (law 424/2003), and which is necessary in order to practice a profession and from the standpoint of professional development.

The basic or professional studies of all degree programmes at RAMK include at least a 3 ECTS credit study unit in Swedish. Upon completion of the study unit(s), the study unit(s) and language skill complying with the statute are marked on the student's certificate and graded as satisfactory or good. For students who started their studies on 1.8.2004, the grade is derived as follows: satisfactory corresponds to an average grade of 1-3 for the study unit(s) and good corresponds to an average grade of 4-5.

RAMK's free-choice elective language and communication studies

STUDY MODULE

VV1 Language and Communication Studies 15 ECTS cr

Study units

VV1C	Suomen kirjoitus- viestintä	3 ECTS cr
VV1AV	Esiintymisvarmuuden kehittäminen	3 ECTS cr
VV1G	Advanced English for Engineering	3 ECTS cr
VV1D	Intercultural Communication	3 ECTS cr
VV1K	Espanja 1	3 ECTS cr
VV1L	Espanja 2	3 ECTS cr
VV1M	Espanja 3	3 ECTS cr
VV1N	Norja 1	3 ECTS cr
VV1O	Norja 2	3 ECTS cr
VV1P	Ranska 1	3 ECTS cr
VV1Q	Ranska 2	3 ECTS cr
VV1R	Ranska 3	3 ECTS cr
VV1S	Saame 1	3 ECTS cr
VV1T	Saame 2	3 ECTS cr
VV1X	Venäjä 1	3 ECTS cr
VV1Y	Venäjä 2	3 ECTS cr
VV1Z	Venäjä 3	3 ECTS cr
VV1AG	Spanish 1	3 ECTS cr
VV1AH	Spanish 2	3 ECTS cr

VV1AI	Spanish 3	3 ECTS cr
VV1AQ	German 1	3 ECTS cr
VV1AR	German 2	3 ECTS cr
VV1AS	German 3	3 ECTS cr
W1AF	Survival Finnish for International Students	3 ECTS cr

4.3.2 General free-choice electives

STUDY MODULE

VV2	General free-choice electives	
VV2D	Barents Region	3 ECTS cr
VV2K	Student Activities	6 ECTS cr

Study unit

VV2D	Barents Region	3 ECTS cr
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Objectives and contents of the study module

The objective of the study unit is to become familiar with the Barents region; its geography, economy and people

Contents

- definition of the Barents region concept
- geography
- characteristics of the economy
- social structure
- seminar together with Russian university students
- visits and tours

Teaching methods

- 1.5 ECTS credits, virtual studies
- 1.5 ECTS credits, a study tour to Russia, expenses paid by the student (visa, passport, accommodation, meals and transportation)

Reading material

Provided in the study unit

Performance requirements and assessment principles

All tasks need to be accepted to pass the course.

Assessment scale: pass – fail

VV2K Student Activities 3 – 6 ECTS cr*Objectives and contents of the study module*

The students become familiar with RAMK's operating and learning environment and wish to develop it by means of peer tutoring, participation in work groups or student union activity.

Contents

- Participation in one or several of the following RAMK activities:
- student tutoring (acting as a peer tutor for beginning students)
 - international tutoring (tutoring of international students)
 - student union activity or working in work groups

Teaching methods

Practical arrangements will be announced in more detail in Winha's descriptions of activities. The students may participate in several activities and thereby accumulate ECTS credits. The co-ordinating teacher monitors the activities on the basis of reports or portfolios.

Reading material

To be announced in the description of the activities.

Performance requirements and assessment principles

Participation in the education and activities. ECTS credits accumulate on the basis of the student's participation. The students compile reports or a portfolio.

Assessment scale: pass – fail

4.3.3 Campus-specific free-choice electives

STUDY MODULE

VV3 Studies that provide know-how in service 30 ECTS cr

Study units

VV3B Regional Co-operation and Business in the Barents Region 3 ECTS cr

VV3E Finnish Lapland as a Phenomenon 3 ECTS cr

VV3F International Business Etiquette and Hospitality 3 ECTS cr

STUDY MODULE

VV4 Studies that provide know-how in production

Study units

VV4A Reindeer Husbandry 3 ECTS cr

VV4C Snow and Ice Construction 3 ECTS cr

VV4I Environmental Protection and Policy 3 ECTS cr

VV4J Geographic Information Technology 3 ECTS cr

STUDY MODULE

VV5 Studies that provide know-how in wellness

Study unit

VV5C Event Management 3 ECTS cr

4.3.4 YritysTakomo studies

STUDY MODULE

VV6 YritysTakomo studies 15 ECTS credits

The students know how to apply business idea thinking to their own business idea and analyse it critically, create a vision for the future, and compare it with existing, functioning enterprises in the field. The students compile a business plan, on which basis they plan the enterprise's economics, marketing, production of products and services, and use of resources. They understand the enterprise's operation as a whole. The students may function as entrepreneurs and compete their studies in the enterprise or they may plan entrepreneurship as a career by developing their own business idea. The studies provide readiness to complete an entrepreneurship degree.

A personal plan for developing oneself as an entrepreneur and an entrepreneurship-learning plan are compiled for each student. The students use their own initiative in developing their own enterprise / business idea. They make

decisions independently and carry the risk of entrepreneurship. They are guided by teachers and mentors. The mentors are experienced entrepreneurs and other experts in business operation.

The students can also develop their enterprise through other studies and complete practical training, project studies and their thesis in their own enterprise.

Students can register for YritysTakomo studies outside the normal registration period.

More information and registration:

Anitta Ruoskanen

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Tel. +358 20 798 5748

anitta.ruoskanen@ramk.fi

Study units

VV6A	My Readiness to be an Entrepreneur	3 ECTS cr
VV6B	Specification of my Business Idea	3 ECTS cr
VV6C	Developing my Client or Market-oriented Operation	3 ECTS cr
VV6D	Developing my Economic Planning and Management Skills	3 ECTS cr
VV6E	Refining my Business Idea Concept	3 ECTS cr

Common studies on academic year 3.9.2007 - 19.6.2008

			PERIOD 1 wks 36–43 3.9.–26.10.	PERIOD 2 wks 44–51 29.10.–21.12.	PERIOD 3 wks 2–9 7.1.–29.2	PERIOD 4 wks 10–17 3.3.–25.4.	PERIOD 5 wks 18–25 28.4.–19.6.
	Koodi/ code	op/ ects cr	Tue 12.30–16+ Thu 16.30–18	Tue 12.30–16+ Thu 16.30–18	Tue 12.30–16+ Thu 16.30–18	Tue 12.30–16+ Thu 16.30–18	Tue 12.30–16+ Thu 16.30–18
			winha- number	winha- number	winha- number	winha- number	winha- number
RAMKIN PAKOLLISET YHTEISET OPINNOT/ COMMON BASIC STUDIES							
Turkiva oppiminen *	YH1A	3	P) 35, 37, 39, T) 36	H) 38	H) 40, T) 41, 42	H) 43	
New Learning Environments * separate schedule	YH1F	3			4		
Yksilö, yritys ja yhteiskunta *	YR1A	3	P) 42	P) 31, T) 32, H) 33	P) 34, 2xT) 35, 36, H) 37	P) 38, H) 39	
Entrepreneur, Enterprise and Society * (separate schedule)	YR1R	3		4			
Turkibus- ja kehittämistoiminnan perusteet	YH1E	3		P) 31, T) 32, H) 33	P) 34, H) 35, 2xT) 36, 37	P) 38, H) 39, T) 40	
Basics of the Research and Development Process (partly virtual)	YH1H	3		4			
Lappi osana EU:ta *	YH1D	3	H) 17, T) 18		H) 20, T) 21	P) 22, H) 23, T) 24	
Lapland as Part of the EU *	YH1G	3	3				
Viestintä (koulutusohjelmittain)	YH1B	3					
Communication (studies in degree programme)	YH1C	3					

			PERIOD 1 wks 36–43 3.9–26.10.	PERIOD 2 wks 44–51 29.10.–21.12.	PERIOD 3 wks 2–9 7.1.–29.2.	PERIOD 4 wks 10–17 3.3.–25.4.	PERIOD 5 wks 18–25 28.4.–19.6.
	Koodi/ code	op/ ects Cr	Tue 12.30–16+ Thu 16.30–18	Tue 12.30–16+ Thu 16.30–18	Tue 12.30–16+ Thu 16.30–18	Tue 12.30–16+ Thu 16.30–18	Tue 12.30–16+ Thu 16.30–18
Hyvinvointiosaamista tuottavat opinnot							
	Estettä luontolämyksiin	3					
	Taide ja kulttuuri hyvinvoinnin lähteenä	3		5		5	
	Event Management *	3		5 **			
	Arktinen ensiapu	3			6		
	Haasteelliset asiakkaat	3				5	
	Hyvinvointia tukevat liikuntalajit	3			9		
	Hyvinvointiteknologian hyödyntäminen ohjauksessa	3				4	
	Hyvinvointiteknologian sovellukset	3					4
	Työ- ja toimintakykyisyys	3			6		
	Työyhteisön hyvinvointi	3				8	
Yritystakomo-opinnot (yksi yhteinen toteutus, kts aikataulu winhalt)							
	Omat yrittäjävalmiuteni	3	6				
	Liikeideani täsmäntäminen	3	5				
	Asiakas- ja markkina-keskeisen toimintani kehittäminen	3	4				
	Taloussuunnittelun ja -hallinnan taitojeni kehittäminen	3	5				
	Yritysideakonseptini jalostaminen	3	4				

		JAKSO / PERIOD 3 vko/wks 2 - 9 7.1 - 29.2						JAKSO / PERIOD 4 vko/wks 10 - 17, vk. / wks 10*) 3.3 - 25.4.									
		Ma/ Mon	Ti/ Tue	Ti/ Tue	To/ Thu	Pe/ Fri	Ma/ Mon	Ti/ Tue	Ti/ Tue	To/ Thu	Pe/ Fri	Ma/ Mon	Ti/ Tue	Ti/ Tue	To/ Thu		
		10-12	10-12	12.30-14.00	12.30-14.30	14.30-16.00	12.30-16.00	14.30-16.00	16.30-18.00	16.30-18.00	8-10	10-12	12.30-14.00	14.30-16.00	16.30-18.00		
		op/ ects	cr	Koodi/ code	W1	winha- toteutusno/winha number						winha- toteutusno/winha number					
KIELI- JA VIESTINTÄOPINNOT																	
LANGUAGE AND COMMUNICATION STUDIES																	
Suomen kirjoitusviestintä	W1C	3			4	4											
Esiintymisvarmuuden kehittäminen	W1AV	3				2	2				2	2					
Advanced English for Engineering	W1G	3															
Intercultural Communication**)	W1D	3	10									10					
Espanja 1	W1K	3															
Espanja 2	W1L	3				4	4						4	4			
Espanja 3	W1M	3											4	4			
Norja 1	W1N	3				7	7										
Norja 2	W1O	3				4	4						4	4			
Ranska 1	W1P	3															
Ranska 2	W1Q	3				4	4			4							
Ranska 3	W1R	3											4	4		4	
Saame 1	W1S	3															
Saame 2	W1T	3							5	5				5	5		
Venäjä 1	W1X	3															
Venäjä 2	W1Y	3				5	5			5			4	4		4	
Venäjä 3	W1Z	3															
Spanish 1	W1AG	3															
Spanish 2	W1AH	3							4	4				4	4		
Spanish 3	W1AI	3													2	2	
German 1	W1AQ	3															
German 2	W1AR	3				3	3						3	3			
German 3	W1AS	3											2	2			
Survival Finnish for International Students **)	W1AF	3	9								9	8				9	

5

ENGLISH
DEGREE
PROGRAMMES



Rovaniemen
ammattikorkeakoulu
University of Applied Sciences

School of Technology

Degree Programme in Information Technology, 240 cr (ECTS)

The School of Technology at Rovaniemi University of Applied Sciences offers a four-year Degree Programme in Information Technology (DPIT) leading to a Bachelor of Engineering degree. The main educational goal of the programme is to provide students with the skills and competence required by the Information and Communication Technology (ICT) industry. The curriculum benefits from years of experience with our Information Technology (IT) and Software Engineering programmes (SE). The DPIT programme provides a solid base for understanding both software and hardware aspects of the development and use of computer systems.

There are two alternative specialisations in this programme:

1. IT/System Security
2. System Engineering with a particular focus on embedded systems

General ICT and business skills are also provided.

Motivation

DPIT graduates are required to have a solid foundation in technical skills, from both the engineering and informatics cultures, with particular emphasis on a broad systems perspective. They have training in teamwork, including real experience with team projects where several activities are undertaken in parallel. They also have a basic understanding of economics, market and business issues.

In addition, DPIT graduates have good personal skills, such as problem-solving skills, awareness of the need for lifelong learning, readiness to fully understand the needs of customers and project colleagues, as well as awareness of cultural differences when working

in a global environment.

The same skills are as relevant to ICT professionals working in SMEs (Small and Medium-size Enterprises) or in ICT-dedicated roles within 'User' companies as they are to those working in major ICT companies.

Background

ICT solutions are a combination of hardware and software, focused on meeting the requirements of the user. Consequently, ICT is a combination of many disciplines: basic technologies and science (microelectronics, materials); structural science (computer science, informatics); and the creation and implementation of specific solutions to meet customers' needs and to realise business opportunities.

Nowadays, ICT companies not only produce, install and maintain ICT equipment and systems, but they also act as innovators and consultants, providing solutions and services for the customer. They no longer belong only to either the production or service sector of the economy, but increasingly participate in both: a new ICT industry sector.

As the computer has become a more central part of modern products in the form of servers, workstations and embedded systems, it has become possible to create ubiquitous interactive intelligent information and communication systems. These are no longer single-function products used for specific isolated tasks. Instead, they have become integral to the fabric of society; they communicate with other devices and people and they are capable of performing information processing and other tasks far beyond the capabilities of an isolated individual.

The effects on future society are not yet fully apparent, but it is certain that they will be profound.

Degree Programme in Information Technology 504D

Code	Study modules/courses	cr	Year/ semester
	BASIC STUDIES	75	
YH1	Common basic studies	15	
YH1C	Communication	3	1
YH1F	New Learning Environments	3	1
YH1G	Lapland as Part of EU	3	3
YR1R	Entrepreneur, Enterprise and Society	3	1
YH1H	Basics of Research and Development Process	3	2
	PROGRAMME- SPECIFIC BASIC STUDIES	60	
TUO6DA	Orientation Course	3	
504D1	Languages	15	1
504D1A/B	Finnish for Foreigners 1/Finnish	3	1
504D1C/D	Finnish for Foreigners 2/Swedish	3	1
504D1E	Communication Skills for IT Engineers	3	1
504D1F	English for Industry and Business	3	2
504D1G	Advanced English for Information Technology	3	3
504D2	Mathematics	26	
504D2A	Algebra and Geometry	3	1
504D2B	Linear Algebra	5	1
504D2C	Differential Calculus	3	2
504D2E	Technical Computing and Programming	3	2
504D2F	Integral Calculus and Applications	4	3
504D17B	Discrete Mathematics	4	4
ICT1H	Statistics and Probability	4	2
504D3	Physics	16	
504D3A	Mechanics	4	1
504D3B	Electricity and Magnetism	5	2
504D3C	Physics Laboratory	3	2
504D3D	Waves and Particles	4	3
	PROFESSIONAL STUDIES	105	
	COMPULSORY PROFESSIONAL STUDIES	84	
ICT1	Basics of Information Technology	8	
ICT1E	Introduction to Information Technology	3	1
ICT1G	Networking Basics (CCNA1)	5	1
YRD1	Entrepreneur Studies	12	
YR1X	Introduction to Business Planning	3	1
YR1AA	Management Accounting	3	2
YR1Z	Introduction to Marketing	3	3
YR1Ä	Business Cases in IT	3	4
504D4	Project Studies	9	
504D4A	Project Work	5	4
504D4B	Managing Software Project	4	4
504D11	Electronics	12	
504D11A	DC Circuits	3	1
504D11B	AC Circuits	3	2

504D11C	Electronics 1	3	2
504D11D	Electronics Laboratory	3	2
504D12	Programming	6	
ICT1F	Introduction to Programming	3	1
504D12C	Object-oriented Programming	3	2
504D22	Databases and Information Management	6	
504D12A	Relational Databases and SQL	3	2
504D12B	Database Applications	3	3
504D13	Cisco Networking Academy	11	
504D13A	Routers and Routing Basics (CCNA2)	3	2
504D13B	Switching Basics and Intermediate Routing (CCNA3)	5	3
504D13C	WAN Technologies /CCNA4)	3	3
504D14	Advanced Electrical Engineering	12	
504D14A	Digital Circuits 1	3	3
504D14B	Digital Circuits Laboratory	3	3
504D14C	Digital Circuits 2	3	3
504D14D	Electronics 2	3	3
504D15	Advanced Software Engineering	8	
504D15A	Software Engineering	3	3
504D15B	Design Methods	5	3
	ADVANCED PROFESSIONAL STUDIES (Module 1 or Module 2)	21	
504D16	Module 1: IT/ System Security	21	
504D16A	Security Management, Standards and Evaluation	3	4
504D16C	Network Security	6	4
504D16D	Introduction to Cryptography	3	4
504D16E	Advanced Cryptography	3	4
504D16F	Computer Security	3	4
504D16G	Database Security	3	4
504D17	Module 2: Systems Engineering	21	
504D17A	Embedded Systems	5	4
504D17G	System Engineering	3	4
504D17C	VHDL Design	3	4
504D17D	VHDL Implementations	4	4
504D17E	Digital Signal Processing	3	4
504D17F	Coding Theory	3	4
	OPTIONAL STUDIES	15	
50004	PRACTICAL TRAINING	30	
50004DA	Training Period 1	9	1
50004DB	Training Period 2	9	2
50004DC	Training Period 3	12	3
50005	BACHELOR'S THESIS	15	
50005DA	Bachelor's Thesis	15	4
	Maturity Test		

Basic Studies

75 cr

STUDY MODULE

YH1 Common Basic Studies 15 cr

In order to meet deadlines and reach objectives, a DPIT graduate must be able to appreciate the new environment, communicate with others from different cultures and backgrounds and share opinions with others. Consequently, these behavioural aspects as well as situational and contextual learning, both embedded in technical and scientific courses, are taught. Students should understand the value and importance of this type of learning to the ICT industry as well as to the community.

Study units

YH1C	Communication	3 cr
YH1F	New Learning Environments	3 cr
YH1G	Lapland as Part of the EU	3 cr
YH1R	Entrepreneur, Enterprise and Society	3 cr
YH1H	Basics of the Research and Development Process	3 cr

Programme-Specific Basic Studies 60 cr

Study unit

TUO6DA	Orientation Course	3 cr
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STUDY MODULE

504D1 Languages 15 cr

Specialists nowadays work as a part of multi-disciplinary development teams, which are often international and situated in different locations. There is an increasing trend for products to be designed for a global market, with national boundaries becoming less relevant.

All students must study languages. Finnish students should take courses in Swedish (courses number 1 and 2), and English (courses number 1, 2 and 3). International students should take courses in Finnish (number 1 and 2) and English (number 1, 2 and 3).

Study Units

504D1A/B	Finnish for Foreigners 1 /Finnish	3 cr
504D1C/D	Finnish for Foreigners 2 /Swedish	3 cr
504D1E	Communication Skills for IT Engineers	3 cr
504D1F	English for Industry and Business	3 cr
504D1G	Advanced English for Information Technology	3 cr

STUDY MODULE

504D2 Mathematics 26 cr

The scientific base covers the fundamental principles relevant to the concepts used in the ICT industry. In addition to a foundation in science and mathematics, the scientific base should foster an understanding of scientific methods for analysis and design.

Study units

504D2A	Algebra and Geometry	3 cr
504D2B	Linear Algebra	5 cr
504D2C	Differential Calculus	3 cr
504D2E	Technical Computing and Programming	3 cr
504D2F	Integral Calculus and Applications	4 cr
504D17B	Discrete Mathematics	4 cr
ICT1H	Statistics and Probability	4 cr

STUDY MODULE

504D3 Physics 16 cr*Study units*

504D3A	Mechanics	4 cr
504D3B	Electricity and Magnetism	5 cr
504D3C	Physics Laboratory	3 cr
504D3D	Waves and Particles	4 cr

Professional Studies 105 cr

Compulsory Professional Studies 84 cr

STUDY MODULE

ICT1 Basics of Information Technology 8 cr

Study units

ICT1E Introduction to Information Technology 3 cr

ICT1G Networking Basics (CCNA1) 5 cr

STUDY MODULE

YRD1 Entrepreneur studies 12 cr

ICT system solutions are increasingly at the heart of the way companies do business. In fact, they are often inseparable from business processes, and the functions they perform may be the key factors affecting how a company manages to do business. A clear understanding of the fundamentals of business is therefore a necessary element in the training of an ICT graduate. The aim is to provide students with an understanding of the various control mechanisms involved in modern entrepreneurship, and their importance in the ICT sector.

Study Units

YR1X Introduction to Business Planning 3 cr

YR1AA Management Accounting 3 cr

YR1Z Introduction to Marketing 3 cr

YR1Ä Business Cases in IT 3 cr

STUDY MODULE

504D4 Project Studies 9 cr

Experience of teamwork in a significant real-life project is an essential element of a good ICT education. As well as working with different tools, people in the ICT industry now work in different ways. The complexity of systems continues to multiply, and the introduction rate or time to market of new products continues to get faster and shorter. Also, many different technologies may be combined to produce an overall system solution.

This means many people must work together on the same project, not in sequence, but all at the same time and in parallel.

Study units

504D4A Project Work 5 cr

504D4B Managing a Software Project 4 cr

STUDY MODULE

504D11 Electronics 12 cr

Study units

504D11A DC Circuits 3 cr

504D11B AC Circuits 3 cr

504D11C Electronics 1 3 cr

504D11D Electronics Laboratory 3 cr

STUDY MODULE

504D12 Programming and Information Management 6 cr

Study units

ICT1F Introduction to Programming 3 cr

504D12C Object-oriented Programming 3 cr

STUDY MODULE

504D22 Databases and Information Management 6 cr

Study units

504D12A Relational Databases and SQL 3 cr

504D12B Database Applications 3 cr

STUDY MODULE

504D13 Cisco Networking Academy 11 cr

Study units

504D13A Routers and Routing Basics (CCNA2) 3 cr

504D13B Switching Basics and Intermediate Routing (CCNA3) 5 cr

504D13C WAN Technologies /CCNA4) 3 cr

Advanced Professional Studies 41 cr

STUDY MODULE

504D14 Advanced Electrical Engineering 12 cr

Study units

504D14A Digital Circuits 1	3 cr
504D14B Digital Circuits Laboratory	3 cr
504D14C Digital Circuits 2	3 cr
504D14D Electronics 2	3 cr

STUDY MODULE

504D15 Advanced Software Engineering 8 cr

Study Units

504D15A Software Engineering	3 cr
504D15B Design Methods	5 cr

Optional Advanced Professional Studies 21 cr

STUDY MODULE

504D16 IT/System Security 21 cr

Due to universal Internet access, information systems are now more vulnerable than ever. Enormous volumes of information are routinely stored and transmitted worldwide - most aspects of our daily lives would actually stagnate completely should the information infrastructure fail. Although it is a huge benefit to be able to manage so much information automatically, it also brings many threats to business, governments and individuals. These threats include opportunities to commit fraud through information manipulation, deliberate damage to stored and transmitted information, and blackmail associated with the threat of damage. The field of Information Technology/System Security, including studies of countermeasures to these real and serious threats, has grown very rapidly in recent years. The DPIT IT/System Security module consists of a range of subjects in many areas of application such as cryptography, computer security, database security and network security. It also includes the study of how security can be managed across an organisation, with a particular focus on the human factor.

Study units

504D16H Security Management, Standards and Evaluation	3 cr
504D16C Network Security	6 cr
504D16D Introduction to Cryptography	3 cr
504D16E Advanced Cryptography	3 cr
504D16F Computer Security	3 cr
504D16G Database Security	3 cr

STUDY MODULE

504D17 System Engineering 21 cr

The need for a broad system viewpoint is essential, with the ability to understand the possibilities and constraints of the various technologies and to speak a common language with the diversity of people involved.

However, just managing the basics is not sufficient to assure professional competence in industry. In order to meet the demands of the job, ICT graduates also need in-depth fundamental knowledge of their specialised fields, general knowledge of problem-solving methods and finally, particular application knowledge in accordance with workplace demands for a particular job profile.

In-depth general knowledge of an application area gives the graduate an overview of the entire scope of the task, the ability to see how his/her particular solution fits into the overall system solution and the competence to master interface problems.

The key requirements are to understand the system functions in this particular field and to understand the technological possibilities (hardware and software) to realise or implement those functions with the help of procedural methods.

Given the growing complexity of modern devices, equipment and systems, the ability to see things as a whole, to think in terms of systems and to communicate at a systems level with all those working on the project and with the customers, is increasingly important.

Study units

504D17A Embedded Systems	5 cr
504D17G System Engineering	3 cr
504D17C VHDL Design	3 cr
504D17D VHDL Implementations	4 cr
504D17E Digital Signal Processing	3 cr
504D17F Coding Theory	3 cr

Optional Studies	15 cr
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Practical Training	30 cr
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STUDY MODULE

50004 Practical Training	30 cr
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Learning technical and theoretical issues and passing exams is not enough; the knowledge and techniques need to be used in real situations, too. This is particularly important when emphasising the connections between different aspects, encouraging a broad systems view and illustrating the practical, technological and human constraints in real-life problem solving.

Concern for intellectual property rights and commercial confidentiality should be resolved by industry so they do not hinder students' opportunities to work in industry. In order to develop a better understanding of how industry operates, DPIT students are encouraged to find an industry placement.

Not only does this give practical experience to real problem solving, but it should also help the student to more clearly identify the kind of work she/he would enjoy doing after graduation. It may also lead to mutually beneficial contacts and networking opportunities.

Study Units

50004DE Training Period 1	9 cr
50004DF Training Period 2	9 cr
50004C Training Period 3	12 cr

Bachelor's Thesis	15 cr
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School of Business and Administration

Degree Programme in International Business, 210 cr (ECTS)

The objective of the Degree Programme in International Business is to provide students with comprehensive business skills for working in domestic, foreign and multinational companies in an international business environment. The working language of the programme is English.

This programme trains specialists for internationally operating enterprises in different business fields. Students develop comprehensive team-working skills with representatives of different fields of business in a multicultural learning environment. Knowledge is acquired for working in exporting, importing and internation-

al projects. Managing and using the newest applications of information technology is an essential part of the programme. Students also learn service, cultural and language skills needed in international business. Compulsory practical training allows students to test their abilities in business situations.

All students in this programme have the possibility to complete an international study or practical training period of at least 3 months. Partner institutions in Europe, North America and Asia provide a wide range of exchange opportunities.

Degree Programme in International Business 301D

Code	Study module/courses	cr	Schedule Year/semester
	BASIC STUDIES	39	
YH1	Common Basic Studies	15	
YH1C	Communication	3	1
YH1F	New Learning Environments	3	1
YH1G	Lapland as Part of the EU	3	2
YR1R	Entrepreneur, Enterprise and Society	3	1
YH1H	Basics of the Research and Development Process	3	2
	PROGRAMME-SPECIFIC BASIC STUDIES	24	
301D1	Basic Tools for Doing Business	24	
PAL1J	Employment and Labour Legislation	3	1
PAL1K	English at Work	3	1
PAL1L	Macroeconomics	3	1
PAL1M	Introduction to Information Technology	3	1
PAL1N / PAL1O	Swedish at Work (Svenska för yrkeslivet) / Finnish for Beginners 1	3	1
YR1X	Introduction to Business Planning	3	1
YR1Y	Introduction to Financial Management	3	1
YR1Z	Introduction to Marketing	3	1
	PROFESSIONAL STUDIES	111	
	COMPULSORY PROFESSIONAL STUDIES	78	
301D2	Business Operations	18	
PAL2J	Business Mathematics and Statistics	3	1
PAL2K	Contract Law	3	1
PAL2L	ICT Tools	3	1
301D2A	Project Management	3	1
301D2B	Corporate Law	3	2
PAL2M	Human Resource Management	3	2
301D3	Accounting and Finance	15	
PAL2N	Profitability Planning and Finance	3	1
301D3A	Financial Mathematics	3	2
301D3B	International Accounting	3	2
301D3C	Taxation	3	2
301D3D	Management Accounting	3	3
301D4	Communication in an International Enterprise	15	
301D4A	International Sales Negotiations	3	2
PAL2O	Business Communication	3	2
301D4B PAL2Q	Swedish Business Communication (Genom affärskontakter till framgång)/ Finnish for Beginners 2	3	2
301D4D	Creating WWW Pages	3	2
301D4E	WWW Service Production	3	2-3
301D5	International Marketing	15	
301D5A	Customer Relationship Management	3	1

301D5B	International Marketing Management	3	2
PAL2P	Marketing Research	3	2
301D5C	Business-to-Business Marketing	3	3
301D5D	Marketing Activities and Export Success	3	3
301D6	Going International	15	
301D6A	EU Trade	3	1
301D6B	Barents Region Trade /	3	3
301D6C	Asian Trade		
301D6D	International Business Operations	6	3
301D6E	Strategic Management	3	3
	ADVANCED PROFESSIONAL STUDIES	18	
301D10	Applied Research and Development	18	
YR1W	Entrepreneurship Case	3	2-3
PAL3F	Project Studies	12	2-4
PAL3G	Thesis Process and Academic Writing	3	3
	OPTIONAL ADVANCED PROFESSIONAL STUDIES	15	
301D11	Advanced Language Studies	6	
301D11A	Français des affaires	3	2-4
301D11B	Français du tourisme	3	2-4
801D5E	Geschäftlich in Deutschland	3	2-4
801D5D	Deutsch im Tourismus	3	2-4
801M6L	El español de los negocios	3	2-4
801M6K	El español de turismo	3	2-4
301L19A	Russian in Business	3	2-4
301L19B	Russian in Tourism	3	2-4
301D12	Management	9	
301D12A	Change Process Management	3	3
301D12B	Quality Management	3	4
301D12C	Case Portfolio	3	4
301D13	EXCHANGE STUDIES	15	
	FREE-CHOICE ELECTIVES	15	
301D20	PRACTICAL TRAINING	30	
301D20A	Basic Training	15	2
301D20B	Advanced Training	15	3
301D21	BACHELOR'S THESIS	15	
301D21A	Bachelor's Thesis	15	3-4
	Maturity Test		

Basic Studies 39 cr

STUDY MODULE

YH1 Common Basic Studies 15 cr

The objective of the studies is to broaden students' professional view and improve their research and development skills.

Study units

YH1C	Communication	3 cr
YH1F	New Learning Environments	3 cr
YH1G	Lapland as Part of the EU	3 cr
YR1R	The Entrepreneur, Enterprise and Society	3 cr
YH1H	Basics of The Research and Development Process	3 cr

Programme-Specific Basic Studies 24 cr

STUDY MODULE

301D1 Basic Tools for Doing Business 24 cr

Students learn the core aspects of business operations. They will understand operations related to international business and know the importance of different marketing and financial management functions in an international enterprise. They develop skills in the most common IT programs. Students also learn the basic concepts of business mathematics and statistics as well as business English. In addition, Finnish-speaking students get skills in business Swedish and non-native students in the basics of Finnish.

Study units

PAL1J	Employment and Labour Legislation	3 cr
PAL1K	English at Work	3 cr
PAL1L	Macroeconomics	3 cr
PAL1M	Introduction to Information Technology	3 cr
PAL1N	Swedish at Work (Svenska för yrkeslivet)/	
PAL1O	Finnish for Beginners 1	3 cr

YR1X Introduction to Business Planning 3 cr

YR1Y Introduction to Financial Management 3 cr

YR1Z Introduction to Marketing 3 cr

Professional Studies 111 cr

Compulsory Professional Studies 78 cr

STUDY MODULE

301D2 Business Operations 18 cr

The Business Operations module concentrates on developing an understanding of business-related law, mathematics and the most common office software tools. Students also learn the principles of project management with particular emphasis on the international business environment. Human resource operations, human resource strategy and different sectors of management and leadership are also focal areas in this module.

Study units

PAL2J	Business Mathematics and Statistics	3 cr
PAL2K	Contract Law	3 cr
PAL2L	ICT Tools	3 cr
301D2A	Project Management	3 cr
301D2B	Corporate Law	3 cr
PAL2M	Human Resource Management	3 cr

STUDY MODULE

301D3 Accounting and Finance 15 cr

Students will learn to prepare investment and profitability calculations for companies. They develop their knowledge of double-entry book-keeping and preparation of financial statements, and understand the effects of international accounting rules on financial reporting. They will also understand taxation principles in Finland and other EU countries and learn the procedures of direct and indirect taxation. They will develop an understanding of management ac-

counting with the view of providing information for control and decision-making. Through this process they learn budgeting and strategic planning and get an in-depth understanding of the value that a well-designed accounting system may have in the process of cost management.

Study units

PAL2N	Profitability Planning and Finance	3 cr
301D3A	Financial Mathematics	3 cr
301D3B	International Accounting	3 cr
301D3C	Taxation	3 cr
301D3D	Management Accounting	3 cr

STUDY MODULE

301D4 Communication in an International Enterprise 15 cr

Students learn various communication principles and techniques related to international operations. They learn about selling techniques as well as how to write business documents and other fact sheets required in business life. Students also learn to create and use www pages as a communication and marketing channel of an enterprise.

Study units

301D4A	International Sales Negotiations	3 cr
PAL2O	Business Communication	3 cr
301D4B	Swedish Business Communication (Genom affärskontakter till framgång)/	
PAL2Q	Finnish for Beginners 2	3 cr
301D4D	Creating WWW Pages	3 cr
301D4E	WWW Service Production	3 cr

STUDY MODULE

301D5 International Marketing 15 cr

Students learn the concepts and stages of marketing research. They will understand how to plan, implement and assess international marketing measures. They will know the stages of customer relations and will be able to develop customer relations as a success factor. This

module also explores customer requirements and other elements of business-to-business marketing.

Study units

301D5A	Customer Relationship Management	3 cr
301D5B	International Marketing Management	3 cr
PAL2P	Marketing Research	3 cr
301D5C	Business-to-Business Marketing	3 cr
301D5D	Marketing Activities and Export Success	3 cr

STUDY MODULE

301D6 Going International 15 cr

This module consists of studies and issues related to business and trade of the EU and Asia or the Barents region. Students can choose whether to specialise in Barents region or Asian trade in their studies. The main focus in international business operations is on operational methods, exporting and importing, documentation and financing. Students also learn strategic planning and different strategy processes in international business operations.

Study units

301D6A	EU Trade	3 cr
301D6B	Barents Region Trade/	
301D6C	Asian Trade	3 cr
301D6D	International Business Operations	6 cr
301D6E	Strategic Management	3 cr

Advanced Professional Studies 18 cr

STUDY MODULE

301D10 Applied Research and Development 18 cr

In Advanced Professional Studies students will broaden their professional skills by focusing on entrepreneurship and various practical projects. They also start their Bachelor's thesis project and develop methodological skills in conducting research.

Study units

YR1W	Entrepreneurship Case	3 cr
PAL3F	Project Studies	12 cr
PAL3G	Thesis Process and Academic Writing	3 cr

Optional Advanced Professional Studies 15 cr

As an option, in professional studies students may choose topics and courses that interest them most, e.g. advanced foreign language studies, management, etc. Modules from exchange studies abroad are also included. Students are encouraged to choose advanced studies in foreign institutions according to their needs and interests. It is also possible to choose optional professional studies that are offered by the Degree Programme in Tourism.

STUDY MODULE

301D11 Advanced Language Studies 6 cr

Students have the possibility to enhance their business skills by choosing advanced language studies. The focus is on business and tourism, and students learn basic business-related terminology and how to take care of customer contacts in various situations in working life. They will also get basic information on describing issues related to Lapland in foreign languages.

Study units

301D11A	Français des affaires	3 cr
301D11B	Français du tourisme	3 cr
801D5E	Geschäftlich in Deutschland	3 cr
801D5D	Deutsch im Tourismus	3 cr
801M6L	El español de los negocios	3 cr
801M6K	El español de turismo	3 cr
301L19A	Russian in Business	3 cr
301L19B	Russian in Tourism	3 cr

STUDY MODULE

301D12 Management 9 cr

Students learn about common management systems applied in the business environment and understand the role of different manage-

ment methods. They will understand new development trends and processes of change in the working environment as well as the design and organization of work in the networked, knowledge-based economy.

Study units

301D12A	Change Process Management	3 cr
301D12B	Quality Management	3 cr
301D12C	Case Portfolio	3 cr

STUDY MODULE

301D13 Exchange Studies 15 cr

Students complete an international study exchange period at a foreign institution in which they will become familiar with living and working in a different environment. Tutors help the students choose advanced level courses offered by the host institution to complement their studies at Rovaniemi University of Applied Sciences.

Free-choice Electives 15 cr

Students have the possibility to choose studies that are offered by all campuses of Rovaniemi University of Applied Sciences. There are several courses given in English, from language studies to e.g. environmental issues. Also other professionally oriented courses offered by other institutions of higher education can be included in these studies, but they have to be approved by the head of the degree programme.

Practical Training

STUDY MODULE

301D20 Practical Training 30 cr

As a key part of the programme, students receive basic training in international business. We encourage students to complete these periods abroad. The first period is meant to be completed during the second-year studies and

the advanced training is included in the third-year studies. The students will give reports after the training periods.

Study units

301D20A	Basic Training	15 cr
301D20B	Advanced Training	15 cr

Bachelor's Thesis

301D21A	Bachelor's Thesis	15 cr
	Maturity Test	

The thesis project is a continuous process in the IB studies. Students must solve a practical problem related to their own field or implement a development project commissioned by working life. Students should demonstrate their ability to focus on research problems, explore solutions and assess their results. All students make a research plan, participate in seminars and give reports concerning the thesis process. The thesis project also includes a maturity test related to the thesis work.

School of Tourism and Hospitality Management

Degree Programme in Tourism, 210 cr (ECTS)

Tourism is part of the fast growing travel and hospitality industry, the single largest industry in the world both in employment and in economic terms. It is an industry in which a large amount of effort goes into planning, development, and marketing. The Degree Programme in Tourism focuses on integrating studies of tourism, business and information technology.

This degree programme incorporates principles in each core study module to help co-ordinate integration between tourism, business and technology. In doing so, students will study business and marketing, elements of WWW and Internet communications and techniques, and other innovative technologies that apply to tourism, hospitality, transportation enterprises and destinations. Students will also have enough

knowledge and information to establish their own enterprise. In order to broaden the experience, students are required to complete a study and/or training period abroad in a country other than their own.

Upon successful completion, graduates will receive a Bachelor of Hospitality Management Degree. With the skills needed to succeed, graduates will then be equipped to undertake the challenges facing the tourism industry in a rapidly progressing environment. With their abilities to strengthen the competitiveness of tourism organisations, graduates from the Degree Programme in Tourism will be able to compete for career positions in tourism or the broader service sectors of the economy.

Degree Programme in Tourism 801D

Code	Study module/courses	cr	Schedule Year/semester
	BASIC STUDIES	42	
YH1	Common Basic Studies	15	
YH1C	Communication	3	1
YH1F	New Learning Environments	3	1
YH1G	Lapland as Part of the EU	3	3
YR1R	Entrepreneur, Enterprise and Society	3	1
YH1H	Basics of the Research and Development Process	3	2
801D1	Programme-Specific Basic Studies	27	
YR1X	Introduction to Business Planning	3	1
YR1Y	Introduction to Financial Management	3	1
YR1Z	Introduction to Marketing	3	1
PAL1L	Macroeconomics	3	1
PAL1J	Employment and Labour Legislation	3	1
PAL1K	English at Work	3	1
PAL1N / PAL1O	Swedish at Work Finnish for Beginners 1	3	1
PAL1M	Introduction to Information Technology	3	1
801D1A	Introduction to Tourism	3	1
	PROFESSIONAL STUDIES	108	
	COMPULSORY STUDIES	90	
801D2	Tourism Operations	36	
PAL2M	Human Resource Management	3	2
PAL2K	Contract Law	3	1
PAL2P	Marketing Research	3	2
PAL2N	Profitability Planning and Finance	3	2
PAL2J	Business Mathematics and Statistics	3	1
PAL2O	Business Communication	3	2
PAL2L	ICT Tools	3	1
801D2D	Ecotourism	3	2
801D2B / PAL2Q	Swedish Business Communication / Finnish for Beginners 2	3	2
801D2C	Product Development, Quality Management and Sustainable Development	9	2–3
801D3	Advanced Tourism Skills	36	
801D3A	Reservation Systems and Intermediation	6	3
801D3B	The World of Tourism and Cultures	6	1
801D3C	Marketing Planning	6	2
801D3D	Travel Behaviour and Customer Flow Management	6	2
801D3E	Marketing of Services and Marketing Communication	6	3
801D3F	Destination Management	3	3
801D3G	Adventure Tourism	3	3
801D4	Information Technology	18	
801D4A	Creating WWW pages	3	2

801D4B	WWW Service Production	3	2
801D4C	LAN Services	3	2
801D4D	ICT Services for Business	3	3
801D4E	ICT Systems for Business	3	3
801D4F	Database Systems Development	3	3
801D6	ADVANCED PROFESSIONAL STUDIES	18	
YR1I	Entrepreneurship in Services	3	3-4
PAL3F	Project Studies	12	2-3
PAL3G	Thesis Process and Academic Writing	3	3
801D5	OPTIONAL ADVANCED PROFESSIONAL STUDIES	15	1-4
801D5A	Speaking in Public	3	
801D5B	Digital Photography and Imaging	3	
801D5C	Introduction to the Linux Operating System	3	
801D5D	Deutsch im Tourismus / German in Tourism	3	
801D5E	Geschäftlich in Deutschland / German in Business	3	
301D11A	Français des affaires / French in Business	3	
301D11B	Français du tourisme / French in Tourism	3	
801M6L	El español de los negocios / Spanish in Business	3	
801M6K	El español de turismo / Spanish in Tourism	3	
301L19A	Russian in Business	3	
301L19B	Russian in Tourism	3	
	FREE-CHOICE ELECTIVES	15	1-4
801D7	PRACTICAL TRAINING	30	
801D7A	Basic Training	15	1-2
801D7B	Advanced Training	15	3-4
	BACHELOR'S THESIS	15	
801D9A	Bachelor's Thesis	15	3-4
	Maturity Test		

Basic Studies

42 cr

The student's curriculum includes 15 cr of common basic studies. Common studies develop the student's readiness to study and language skills, and provide basic knowledge in research work and entrepreneurship studies.

STUDY MODULE

YH1 Common Basic Studies 15 cr*Study units*

YH1C	Communication	3 cr
YH1F	New Learning Environments	3 cr
YH1G	Lapland as Part of the EU	3 cr
YR1R	Entrepreneur, Enterprise and Society	3 cr
YH1H	Basics of the Research and Development Process	3 cr

STUDY MODULE

801D1 Programme-Specific Basic Studies 27 cr

Students learn to know the most important parts of business operations. They learn the basic terminology and operations related to tourism business and know how significant different functions of marketing and financial management are in a tourism enterprise. They learn to use the most common IT programmes. The students also learn the basic concepts of business mathematics and statistics as well as business and tourism English. In addition, Finnish-speaking students get skills in Swedish and non-native students in the basics of Finnish. Students understand the basics of tourism.

Study Units

YR1X	Introduction to Business Planning	3 cr
YR1Y	Introduction to Financial Management	3 cr
YR1Z	Introduction to Marketing	3 cr
PAL1L	Macroeconomics	3 cr
PAL1J	Employment and Labour Legislation	

PAL1K	English at Work	3 cr
PAL1N	Swedish at Work	3 cr
PAL1O	Finnish for Beginners 1	3 cr
PAL1M	Introduction to Information Technology	3 cr
801D1A	Introduction to Tourism	3 cr

Professional Studies

108 cr

STUDY MODULE

801D2 Tourism Operations 36 cr

The Business Operations module concentrates on judicial skills, mathematics and the most common office software tools. Human resource operations, human resource strategy and different sectors of management and leadership are also focused on in the studies of this module.

Students are able to prepare profitability calculations for managerial purposes. They can calculate the costs of products and services as well as set their prices. The student is familiar with the financial solutions of a firm. The student will be familiarised with basic marketing decisions in tourism marketing and how to use them in marketing. Marketing decisions in tourism marketing: product and service decisions, product development and price decisions.

Students understand the importance of quality and sustainability in tourism business.

Study units

PAL2M	Human Resource Management	3 cr
PAL2K	Contract Law	3 cr
PAL2P	Marketing Research	3 cr
PAL2N	Profitability Planning and Finance	3 cr
PAL2J	Business Mathematics and Statistics	3 cr
PAL2O	Business Communication	3 cr
PAL2L	ICT Tools	3 cr
801D2D	Ecotourism	3 cr
801D2B	Swedish Business Communication	3 cr
PAL2Q	Finnish for Beginners 2	3 cr

801D2C Product Development, Quality Management and Sustainable Development	9 cr	801D4E ICT Systems for Business	3 cr
		801D4F Database Systems Development	3 cr

STUDY MODULE

801D3 Advanced Tourism Skills 36 cr

Students deepen their knowledge of the field of tourism. They get acquainted with different cultures and countries in the world and understand their importance. Students are able to think critically and make marketing plans.

Study units

801D3A Reservation Systems and Intermediation	6 cr
801D3B The World of Tourism and Cultures	6 cr
801D3C Marketing Planning	6 cr
801D3D Travel Behaviour and Customer Flow Management	6 cr
801D3E Marketing of Services and Marketing Communication	6 cr
801D3F Destination Management	3 cr
801D3G Adventure Tourism	3 cr

STUDY MODULE

801D4 Information Technology 18 cr

Students are able to create WWW pages and think about WWW service production. Other courses will provide students with the necessary skills needed to manage vast amounts of information, by programming and developing database applications. This will include the analysis of such data, through the implementation of relational database systems and advanced spreadsheet applications. Through course in LAN Services, students will learn the importance of networking, data flows and modern information technology integration.

Study units

801D4A Creating WWW Pages	3 cr
801D4B WWW Service Production	3 cr
801D4C LAN Services	3 cr
801D4D ICT Services for Business	3 cr

STUDY MODULE

801D6 Advanced Professional Studies 18 cr

In Advanced Professional Studies students broaden their professional skills by focusing on entrepreneurship and various practical projects. They also start their Bachelor's thesis process and get methodological skills in doing research.

Study units

YR1I Entrepreneurship in Services	3 cr
PAL3F Project Studies	12 cr
PAL3G Thesis Project and Academic Writing	3 cr

STUDY MODULE

801D5 Optional Advanced Professional Studies 15 cr

As optional professional studies students can choose topics and courses that interest them most, from advanced foreign language studies to IT studies. It is also possible to choose optional professional studies that are offered by the Degree Programme in International Business.

Students have the possibility to broaden their business skills by choosing advanced language studies. The focus is on business and tourism, and the students learn basic business-related terminology and how to take care of customer contacts in various situations in working life. They also get basic information on describing issues related to Lapland in foreign languages.

Study units

801D5A Speaking in Public	3 cr
801D5B Digital Photography and Imaging	3 cr
801D5C Introduction to the Linux Operating System	3 cr
801D5D Deutsch im Tourismus (German in Tourism)	3 cr

801D5E	Geschäftlich in Deutschland (German in Business)	3 cr	opment project commissioned by working life. The students focus on research problems and development and are able to assess their results. All students make a research plan, participate in seminars and give reports concerning the thesis process. There is also a maturity test related to the thesis work.			
301D11A	Français des affaires (French in Business)	3 cr				
301D11B	Français du tourisme (French in Tourism)	3 cr				
801M6L	El español de los negocios (Spanish in Business)	3 cr				
801M6K	El español de turismo (Spanish in Tourism)	3 cr				
301L19A	Russian in Business	3 cr				
301L19B	Russian in Tourism	3 cr				
				801D9A	Bachelor's thesis Maturity test	15 cr

Free-choice Electives 15 cr

Students have the possibility to choose studies that are offered by all campuses of Rovaniemi University of Applied Sciences. There are several courses given in English, from languages to e.g. environmental issues. Also other professionally oriented courses offered by other institutions of higher education can be included in these studies, but they have to be approved by the head of the degree programme.

Practical Training 30 cr

As a key part of the programme, students will receive basic and advanced training in tourism. We encourage the students to complete these periods abroad. The students give reports after the training periods.

Study units

801D7A	Basic Training	15 cr
801D7B	Advanced Training	15 cr

Bachelor's Thesis 15 cr

Thesis writing is a continuous process in tourism studies. Students solve a practical problem related to their own field or implement a devel-

6 Rovaniemi University Of Applied Sciences Degree Regulations

Rules related to studying are governed by RAMK's degree regulations. The contents of the regulations are reviewed annually.

Rovaniemi University of Applied Science's educational task and degrees

The task of RAMK, according to the law (351/2003) and statute (352/2003) on university of applied sciences studies and the Council of State's regulation (262/2003), is to provide higher education for professional specialist tasks on the basis of the needs of working life and its development and on the basis of research; support the professional growth of individuals; conduct research and development work that serves university of applied sciences education, supports working life and regional development and takes into consideration the region's industrial structure; and provide and develop adult education to maintain and strengthen competence in working life.

In performing its tasks RAMK co-operates especially with Lapland's industry and other working life, with Finnish and foreign institutes of higher education, and with other schools. RAMK is responsible for the quality level and continuous development of its operation and also periodically participates in external quality assessment.

In arranging and implementing degrees and studies, RAMK complies with the law (351/2003) and statute (352/2003) on universities of applied sciences and their later revisions. RAMK also complies with these degree regulations, guidelines given by the Ministry of Education and RAMK's other regulations. If necessary, the president and the director of education development will provide supplementary guideline.

According to the Ministry of Education's decision on degree programmes for the academic years 1999–2000, 2000–2001, 2001–2002, 2002–2003, 2003–2004, 2004–2005, 2005–

2006, 2006–2007 and 2007–2

008, the Bachelor's and Master's degree programmes mentioned in appendix 1 can be completed at RAMK.

Studies

The goals of university of applied sciences studies are specified in the statute (351/2003, §7 and §7a) on university of applied sciences studies.

The performance requirements of different study units are stated in curricula that RAMK decides on each year. The teacher responsible for each study unit specifies in more detail the content, learning arrangements, performance requirements and principles of assessment of the study unit and notifies the students of them at the beginning of the study unit. A study unit curriculum is also compiled for studies completed at workplaces.

The curriculum specifies whether studies are compulsory, optional or free-choice. Students have the right to include in their degree programme studies approved by RAMK from other degree programmes or schools. Studies completed by the student are included only in the degree programme or line into which they were selected, unless for a particular reason RAMK grants the student the right to also complete a second degree programme.

RAMK's common studies may be completed in any university of applied sciences degree programme.

Teaching language

The teaching language at RAMK is Finnish, but instruction may also be given in other languages, if necessary. The teaching language in English degree programmes is English.

Registering for a study unit

Students must register for study units for the entire academic year according to the procedure specified by RAMK.

Acceptance of students into study units is specified in separate instructions.

Period of study

The period of study is calculated from the scope of the curriculum, where 60 ECTS credits correspond to one academic year of studies. In adult education and specialisation studies leading to a degree the period of study is based on the scope of the curriculum and the education implementation plan. The period of study of transferring students is based on the period of study of the student's previous university of applied sciences studies, the scope of the studies in the student's personal curriculum and the education implementation plan. The period of study of separate studies is based on the education implementation plan.

Students who do not complete their studies within a period corresponding to their scope must present a personal plan for completing their studies. Students who are not able to complete their studies within a period one year longer than the scope of the studies must apply for an extension of their right to study in the manner specified by RAMK. In adult education, specialisation studies and separate studies leading to a degree, students must complete their studies within a period of study one year longer than the education implementation plan. Instructions on applying for and granting an extension of the right to study are included in the right to study procedural guidelines.

Registering as a student

Students must register as attending or non-attending students at the beginning of each academic year in the manner specified by RAMK. Absence may be interrupted by registering as an attending student at the beginning of the next semester. Students who do not register as attending or non-attending lose their right to study. Upon application students who have lost their right to study can have their right to study reinstated beginning with the next semester if they have right-to-study time remaining. Registration instructions are given in the right to study procedural guidelines.

Completion of a degree programme

A degree is granted upon written application by

the student. The student has completed the degree programme when he or she has satisfactorily completed all the study units specified in the approved curriculum and has taken the maturity test.

Upon application RAMK may approve studies completed in another university of applied sciences, school or college, or studies completed abroad, as compensating studies or as studies belonging to the degree programme. Studies completed elsewhere prior to starting the degree studies will be included in the degree certificate only if the total number of ECTS credits does not exceed the number of ECTS credits allocated to the degree programme in question.

Statute 352/2003, §15, contains a separate mention about granting a degree.

Assessment

RAMK study units are graded on a scale of excellent (5), good (3–4), satisfactory (1–2), failed (o) or on a scale of passed (P) – failed (o). The performance requirements and principles of assessment of the study units are presented in the curriculum.

Students completing studies, specialisation studies or separate studies leading to a degree have the right to attempt to repeat a failed study unit twice and to raise the grade of a passed study unit once, within two semesters after the end of the study unit and according to the performance requirements and principles of assessment of the study unit.

Completion of a study unit or part of a study unit is recorded according to the date when the studies were approved. Completed studies are entered in the register of studies within one month of completion of the studies. For special reasons RAMK may allow additional time for assessment.

Rectification of assessment of study performance complies with the statute 352/2003 on university of applied sciences studies.

Disciplining a student

RAMK considers dishonesty during an examination, plagiarising or other deceit as an action requiring disciplining (351/2003 § 28). Before the

disciplinary issue is dealt with, the student is informed of the offence he or she is suspected of committing and given a chance to be heard. If it is determined that the deceit has occurred, the examination is always rejected. Serving of a warning is decided by the principal and suspension is decided by RAMK's board of directors.

Acceptance of students

Students are selected into degree programmes or lines according to decisions made by the Ministry of Education. Acceptance of students, admission requirements and selection procedures are specified in the law 351/2003, statute 352/2003, statute 353/2003 and statute 355/2003 on university of applied sciences studies and explained in detail in separate instructions.

RAMK may accept a student to study and complete separate study units or study modules. Students accepted into a degree programme have the primary right to participate in the teaching of the study units.

A full-time student who has completed at least 43 ECTS credits / academic year at the previous university of applied sciences may be accepted as a transferring student

Effectiveness

These degree regulations become effective August 1, 2007.

Degree regulations, Appendix 1

RAMK's Bachelor's and Master's degree programmes and in the academic year 2007 – 2008 (by separate decision of RAMK, also as adult education.

BACHELOR'S DEGREE PROGRAMMES

NATURAL SCIENCES

Business Information Technology (210 ECTS cr)

The degree programme leads to a Bachelor of Business Administration (BBA) degree. Graduates can use the title of Tradenomi.

NATURAL RESOURCES AND THE ENVIRONMENT

Rural Industries (240 ECTS cr)

The degree programme leads to a Bachelor of Agriculture and Forestry degree. Graduates can use the title of Agronomist.

Forestry (240 ECTS cr)

The degree programme leads to a Bachelor of Agriculture and Forestry degree. Graduates can use the title of Forestry Engineer.

TOURISM, CATERING AND INSTITUTIONAL MANAGEMENT

Hotel and Restaurant Management (210 ECTS cr)

Tourism (210 ECTS cr)

The degree programmes lead to a Bachelor of Hospitality Management degree. Graduates can use the title of Restonomi (AMK).

Degree Programme in Tourism (210 ECTS cr)

The degree programme leads to a Bachelor of Hospitality Management degree. Graduates can use the title of Bachelor of Hospitality Management / Restonomi (AMK).

HEALTH CARE, SOCIAL SERVICES, AND SPORTS

Physiotherapy (210 ECTS cr)

The degree programme leads to a Bachelor of Health Care and Social Services degree. Graduates can use the title of Physiotherapist.

Nursing and Health Care, alternative lines:

Nursing (210 ECTS cr)

The degree programme leads to a Bachelor of Health Care and Social Services degree. Graduates can use the title of Nurse.

Health Care (240 ECTS cr)

The degree programme leads to a Bachelor of Health Care and Social Services degree. Graduates can use the title of Public Health Nurse.

Sports and Leisure Studies (210 ECTS cr)

The degree programme leads to a Bachelor of Sports Studies degree. Graduates can use the title of Sports Instructor.

Social Services (210 ECTS cr)

The degree programme leads to a Bachelor of Health Care and Social Services degree. Graduates can use the title of Sosionomi (AMK).

Planning of the degree programmes in Nursing and Health Care and Physiotherapy take into consideration the requirements for acquiring the right to practice a profession that are specified in the law (559/94) and statute (564/94) and statute (564/94) on health care professionals. The degree programme in Nursing complies with the regulations of EU directives 77/452/EEC, 77/453/EEC, 89/594/EEC and 89/595/EEC concerning education of a nurse responsible for general nursing.

TECHNOLOGY, COMMUNICATIONS AND TRANSPORT

*Mechanical and Production Engineering (240 ECTS cr)**Land Surveying (240 ECTS cr)**Construction Engineering (240 ECTS cr)**Information Technology (240 ECTS cr)*

The degree programmes lead to a Bachelor of Engineering (BEng) degree. Graduates can use the title of Bachelor of Engineering.

Degree Programme in Information Technology (240 ECTS cr)

The degree programme leads to a Bachelor of Engineering (BEng) degree. Graduates can use the title of Bachelor of Engineering.

SOCIAL SCIENCES, BUSINESS ECONOMICS AND ADMINISTRATION

Business Economics (210 ECTS cr)

The degree programme leads to a Bachelor of Business Administration (BBA) degree. Graduates can use the title of Tradenomi.

Degree Programme in International Business (210 ECTS cr)

The degree programme leads to a Bachelor of Business Administration (BBA) degree. Graduates can use the title of Bachelor of Business Administration/ Tradenomi.

MASTER'S DEGREE PROGRAMMES

TOURISM, CATERING AND INSTITUTIONAL MANAGEMENT

Master's Degree Programme in Tourism (90 ECTS cr)

The degree programme leads to a Master of Hospitality Management degree. Graduates can use the title of Restonomi (ylempi AMK).

HEALTH CARE, SOCIAL SERVICES, AND SPORTS

Master's Degree Programme in Health Promotion (90 ECTS cr)

The degree programme leads to a Master of Health Care degree. Graduates can use the following titles:

- Fysioterapeutti (ylempi AMK)
- Sairaanhoitaja (ylempi AMK)
- Terveydenhoitaja (ylempi AMK)

TECHNOLOGY, COMMUNICATIONS AND TRANSPORT

Master's Degree Programme in Management of Technological Competence (60 ECTS cr)

The degree programme leads to a Master of Engineering (MEng) degree. Graduates can use the title of Insinööri (ylempi AMK).

Degree regulations, Appendix 2

Principles of approval of ECTS credits for studies and work experience in RAMK's degree programmes

Approval of ECTS credits is based on the regulations concerning completion of a degree pro-

gramme, assessment and certificates specified in RAMK's degree regulations.

Approval of ECTS credits, regardless of whether it concerns compensation of credits or inclusion in optional studies of study units completed elsewhere, is always done on the basis of a written application, and the decision is archived.

RAMK distributes instructions on approval of ECTS credits and application forms, approves studies as part of the degree programme to the extent it considers suitable, and enters the credits in the record of credits. ECTS credits for alternative studies exceeding the number of credits specified in the curriculum are not approved as free-choice electives. Students apply for approval of credits for studies or work experience and indicate their content and extent for approval.

Studies included in comprehensive school or secondary school degrees are not approved as ECTS credits in university of applied sciences studies. An exception is students who have completed university of applied sciences study units in secondary school, vocational secondary school or experimental youth education.

College-level education that has study units corresponding to the goals of the degree programme may compensate study units or parts of study units in the degree programme.

Grades completed at a university and university study entities completed at summer universities, civic colleges, folk high schools, or elsewhere may compensate studies if their degree requirements correspond to entities or parts thereof included in a university of applied sciences degree.

If a student who has completed studies in an open university of applied sciences is selected as a degree programme student, the studies completed in the open university of applied sciences are approved in accordance with the contents of the degree programme.

An ECTS credit that completely compensates a study unit is entered in the record of studies. The grade of the compensating credit can be used as part of the assessment of the study unit.

Students may include in their free-choice electives studies from other universities of applied sciences and universities, also from abroad or other studies corresponding to the goals of RAMK's free-choice electives. Inclusion of studies completed abroad must be based on RAMK's degree regulations and the regulations concerning exchange students and principles of recognising international degrees.

Approval of ECTS credits is affected by the age and assessment of the previous studies. Special attention is paid to the age of studies in rapidly developing fields. Compensation of the Bachelor's thesis with a Bachelor's thesis from another university of applied sciences degree requires particular substantiation.

Studies or practical training can be compensated with work experience that is compatible with the goals of the degree programme and documented with an itemised testimonial. ECTS credits approved on the basis of work experience are not graded. A recommended alternative for compensating theoretical studies with work experience is to complete a so-called demonstration test.

Studies that fulfil the level and quality requirements are approved for ECTS credits only once.

Contact information

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OFFICES OF THE DEGREE PROGRAMMES

Degree Programme in International Business
Degree Programme in Tourism
Hotel and Restaurant Management Programme
Business Economics Programme
Tourism Programme
Business Information Technology Programme
Master's Degree Programme in Tourism
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Sports and Leisure Studies Programme

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Physiotherapy Programme

Nursing Programme
Health Care Programme
Social Services Programme
Master's Degree Programme in Health Promotion
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Degree Programme in Information Technology

Mechanical and Production Engineering
Programme
Land Surveying Programme
Construction Engineering Programme
Information Technology Programme
Master's Degree Programme in Management
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Notes