

*The North*

**LEADS THE WAY**

**STUDY GUIDE 2010–2011**



Rovaniemen  
ammattikorkeakoulu  
University of Applied Sciences  
LUC

*The North*

**LEADS THE WAY**

**STUDY GUIDE 2010–2011**

**ROVANIEMI UNIVERSITY OF APPLIED SCIENCES**

**ROVANIEMI 2010**



**Rovaniemen  
ammattikorkeakoulu**  
University of Applied Sciences  
LUC

Publisher  
Rovaniemi University of Applied Sciences  
Jokiväylä 13, FI-96300 Rovaniemi  
Tel. exchange +358 20 798 4000  
Fax +358 20 798 5499  
e-mail [opintotoimisto@ramk.fi](mailto:opintotoimisto@ramk.fi)  
ISBN 978-952-5153-84-2

ISSN 1456-5382

Printed by  
Tornion Kirjapaino  
1st edition, stapled

Layout and cover design  
Mainostoimisto  
Seven-1

To the reader

# Welcome to study at Rovaniemi University of Applied Sciences!

**H**igher education is currently under robust development. Lapland's three higher education institutions have together undertaken measures to strengthen our competence and clarify the distribution of our work. This co-operation allows us to provide our students more diversified education and individualised paths of study.

Our quality assurance system was audited and approved by the Finnish Higher Education Evaluation Council in 2009. This indicates that we are capable of effectively supervising and developing the implementation of our basic tasks: education, research and development.

Our objective is to guarantee our students the best quality services. In developing our quality it is important to listen to the views of our students. Each one of you can influence the quality of the education we provide by responding to the annual questionnaire concerning teaching and counselling.

*I wish both students and staff a great academic year 2010–2011.*

MARTTI LAMPELA  
President

## Student union's greeting

WELCOME TO NEW CAMOS MEMBERS!

Camos is your student union at Rovaniemi University of Applied Sciences. Our most important task is to look after the interests of all RAMK students. RAMK is a great choice as a place to study, as things run smoothly here and co-operation between students and staff is seamless. Our student union communicates continuously with the administration and various teams, bringing forth our student's viewpoints and needs in the arrangement of education and the promotion of student wellness.

Camos also arranges things to do during your free time in the form of various parties and hobbies. For example, the Kuksajaiset event, which is meant to spark a group spirit among new students, was created as a joint effort by the student union and the fields of study. If you aren't a member yet, join soon so that you can participate in our activities. Of course, in return for your membership fee you will receive a student card. The card entitles you to discounts in local and national businesses and student discounts on train and bus tickets. The student union fee is € 22 per year.

The student union is comprised of members, a body of representatives and a board. The election of representatives is soon at hand. Stop in the office to fill out a candidate nomination form, run an active election

campaign and take a landslide victory as a new representative. As the name implies, the body of representatives represents all members and exercises the highest decision-making power in the student union. The board is the student union's working body, which takes care of the union's practical matters. The representatives also name the board members.

If a student activist's role seems too challenging at the very beginning of your studies, of course you can become a member without any further obligations. The only condition is that you are studying at RAMK. If any questions arise or if you just want to present your standpoint about something or other, send an e-mail message or stop in the office on the Rantavitikka Campus at Jokiväylä 11, at the end of the C building. There you'll also find the other student organisations of the Rantavitikka Campus. For more information and instructions on how to become a member, see [www.camos.fi](http://www.camos.fi).

Best regards, Riikka Gullstén  
Chairperson of the board  
Rovaniemi University of Applied Sciences  
Student Union Camos  
[pj.camos@ramk.fi](mailto:pj.camos@ramk.fi), tel. +358 45 261 2630  
[www.camos.fi](http://www.camos.fi) Student Union Camos  
[pj.camos@ramk.fi](mailto:pj.camos@ramk.fi), tel. 045 261 2630  
[www.camos.fi](http://www.camos.fi)

# Contents

1 Rovaniemi University of Applied Sciences	6	3.5 Provincial University of Lapland	22
1.1 Structure of Finland's education system	6	3.6 Summer University of Lapland	22
1.2 The task of Rovaniemi University of Applied Sciences (RAMK)	6	4 Common studies	24
1.3 Administration	7	4.1 RAMK's common basic studies	24
2 Studying at the University of Applied Sciences	8	4.2 Business expertise and entrepreneurship	24
2.1 Education during the academic year 2010—2011	8	4.3 Free-choice electives	24
2.2 Schedules of the academic year	8	4.3.1 Language and communication studies	25
2.3 Registering as an attending or non-attending student	8	4.4 Schedules of common studies	26
2.4 Structure of studies	9	5 English Degree Programmes	29
2.5 Studying	10	<i>School of Technology</i>	30
2.6 Counselling and tutoring	11	Degree Programme in Information Technology, 240 cr	31
2.7 Education development and study support services	12	<i>School of Tourism and Hospitality Management</i>	38
2.8 Computer network services	12	Degree Programme in Tourism, 210 cr	39
2.9 Chargeable certificates	12	<i>School of Business and Administration</i>	46
2.10 Study-related social benefits	12	Degree Programme in Innovative Business Services, 210 cr	47
2.11 Student health care	15	6 Degree regulations of Rovaniemi University of Applied Sciences	57
2.12 Study psychologist	16	Degree regulations, Appendix 1	60
2.13 International activities	17	Degree regulations, Appendix 2	62
2.14 Language education	17	Polytechnics Act	63
2.15 Library and information services	18	Polytechnics Decree	73
2.16 Career and recruitment services	18	Contact information	81
2.17 Lapland Sports Academy	19		
3 Other Learning Environments	20		
3.1 InnoAcademy	20		
3.2 ENVI – Virtual Centre of Wellness Campus	20		
3.3 Arctic Well-Being Lab	21		
3.4 Open University of Applied Sciences education	21		

# 1 Rovaniemi University of Applied Sciences

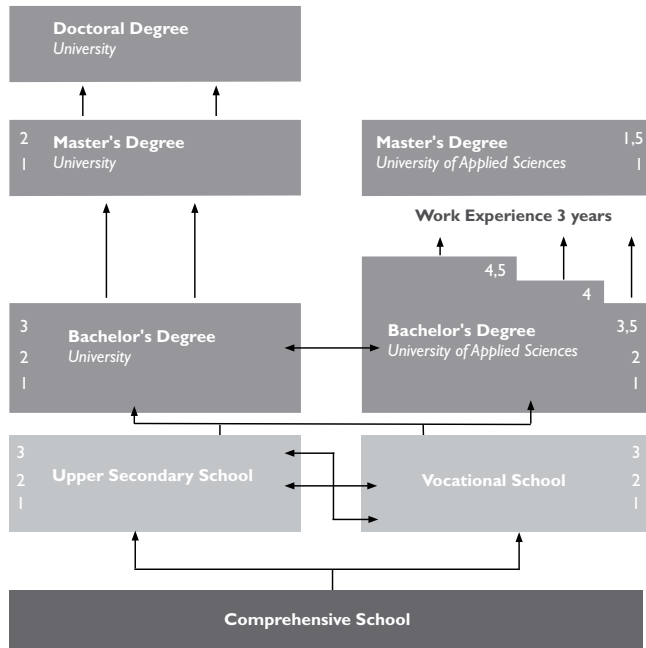
## 1.1 Structure of Finland's education system

Universities of applied sciences are a part of Finland's higher education system. Universities of applied sciences and academic universities together form the system of higher education. University of applied sciences studies offer a practical higher education alternative that meets the needs of working life. University of applied sciences students acquire both theoretical knowledge and practical professional skills in the field of their choice.

## 1.2 The task of Rovaniemi University of Applied Sciences (RAMK)

RAMK's task is to educate specialists in the fields of wellness, business economics, tourism, technology, natural resources and the environment using the latest technology; conduct applied research and development that promotes the region's industry and wellness; and actively build the future of Lapland in a customer-oriented manner, participating in the development of the province.

### FINLAND'S EDUCATION SYSTEM



### 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's 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 universities of applied sciences and RAMK's regulations.

#### *Composition of the board of directors (alternates in parentheses)*

Chairman, President Martti Lampela

Other representatives of management:

Director Kerttu Oikarinen

(Director Päivi Mastosaari)

Director of Education Development

Outi Hyy-Honka

(Director of Strategic Development Jouko Tirola)

#### *Teachers' representatives:*

Principal Lecturer Jorma Hietanen

(Senior Lecturer Jaakko Naasko)

Senior Lecturer Tero Leppänen

(Principal Lecturer Matti Rahkala)

#### *Representative of other full-time staff:*

Education co-ordinator Niina Riihiniemi

(Secretary Maria Palokari)

#### *Representatives of full-time students 1.1.–31.12.2010:*

Riikka Gullstén

Tuula Kääntä

#### *Representatives of industry and working life:*

Head Nurse Marjatta Vapa (Jorma Manninen)

Managing Director Pirkka Salo  
(Communications Manager Heikki Kontiosalo).  
Secretary, Executive Secretary Annu Määttä, on leave; substitute Aila Lehtoniemi

#### *President*

RAMK's president is Martti Lampela.

#### *Degree programmes and fields of study*

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. Each of the campuses is headed by a campus director. A director of education development is responsible for the development 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 in 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 to RAMK's board and other multi-member operational bodies specified in § 12, moment 2, paragraph 4 of 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 Education during the academic year 2010–2011

The scope of the degree programmes is either 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 on 1.8.2010 and ends on 31.7.2011. The academic year is divided into autumn and spring semesters. Certain degree programmes may also include studies during the summer semester.

Teaching and practical training for starting students is arranged from 1.9.2010 to 20.6.2011. Teaching and practical training for continuing students is arranged from 3.8.2010 to 20.5.2011.

Graduation ceremonies are held on 20.12 and 27.5. Christmas vacation is during weeks 51 and 52.

#### *Grade assessment committee meetings*

Friday, 17.9.2010, certificates signed on 24.9.2010  
 Friday, 15.10.2010, certificates signed on 22.10.2010  
 Friday, 12.11.2010, certificates signed on 19.11.2010  
 Friday, 10.12.2010, certificates signed on 20.12.2010  
 Friday, 14.1.2011, certificates signed on 21.1.2011  
 Friday, 11.2.2011, certificates signed on 18.2.2011  
 Friday, 11.3.2011, certificates signed on 18.3.2011  
 Friday, 8.4.2011, certificates signed on 18.4.2011  
 Friday, 20.5.2011, certificates signed on 27.5.2011  
 Friday, 10.6.2011, certificates signed on 20.6.2011

#### *General examination dates*

Monday,	30.8.2010	16:30—19:30
Monday,	25.10.2010	16:30—19:30
Monday,	22.11.2010	16.30—19.30
Tuesday,	7.12.2010	16:30—19:30
Monday,	17.1.2011	16:30—19:30
Monday,	21.2.2011	16:30—19:30
Monday,	21.3.2011	16:30—19:30
Monday,	18.4.2011	16:30—19:30
Monday,	9.5.2011	16:30—19:30
Monday,	6.6.2011	16.30—19.30

### 2.3.1 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 by application starting from the beginning of the next semester (RAMK degree regulation).

#### REGISTRATION PERIODS

##### *Continuing students*

Students completing their studies during the normal period:

- The registration period is 15.4.—31.5.
- Registration via WinhaWille

##### *Students not completing 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 on their application for the right to study. A student who has been granted an extension

to his or her right to study period or who is completing specialisation studies may not register as a non-attending student.

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

Students register using the registration form sent to them. They must observe the dates and registration instructions on the form. Students who have postponed the start of their studies must register by 31.5.

More information about registration and the rights and obligations of attending and non-attending students as well as loss of the right to study because of neglecting to register is given at [www.ramk.fi/students/studying](http://www.ramk.fi/students/studying) at RAMK.

## 2.4 Structure of studies

Both Bachelor's and Master's degree studies can be completed at RAMK. 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 goal of Master's degree studies is to give the student the skills needed to work in a demanding specialist's job.

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- or 4-character code (e.g., YH1, HYV1) and each study unit by a 4- to 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' study skills and language skills and provide them with basic knowledge needed in research and development work. Students also become familiar with the core concepts and theoretical and professional principles of their field.

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

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

The goal of free-choice electives is to deepen and supplement students' professional know-how. Electives may also supplement and support the degree programme and expand its content according to personal interests and inclinations and RAMK's profile.

Supervised practical training that enhances professional skills familiarises students 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 30–100 ECTS credits.

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

The goal of the Master's thesis completed in conjunction with a Master's degree programme is to develop and indicate the ability to apply research data and use selected methods to outline and solve problems in working life, and readiness to work independently in a demanding specialist's job. The thesis includes a maturity test that indicates skill in Finnish and familiarisation with the field.

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

## 2.5 Studying

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 online or virtual studies. Adult education is mainly implemented as multi-format education, which may include evening and weekend studies.

### *Individual study plan*

The curriculum presents the study units of the degree programme and their objectives and learning outcome. Based on the curriculum, students compile an individual study plan (ISP) together with their tutor, in which they plan the progress and manner of completing their studies in detail, e.g. they choose their line-specific studies and free-choice electives. In compiling the individual study plan, credits may be given for previously acquired competence. A transfer of credits for previously acquired competence must be applied for during the first semester. Instructions on transferring credits are given in the degree regulations appended to chapter 6.

Students accepted to RAMK in 2008 or thereafter can use the online ISP tool, eHOPS, in the SoleOPS application to compile their ISP. With the eHOPS tool the student and tutor can create, modify and manage the student's ISP during one-on-one discussions or online in accordance with RAMK's ISP process description. The eHOPS tool serves students and staff in planning and supervising studies. Students log on to the SoleOPS system and the eHOPS tool using their RAMK online username.

### *Registering for study units*

Students must register for all their study units, including compulsory study units. Registering is done via the Winhawille student interface of the study register at <https://winhawille.ramk.fi/winhawille/>.

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

Continuing students register for the next academic year's study units during the spring semester.

Students are accepted for studies in the order of registration, except in the case of compulsory study units, in which case priority is given to students in whose curriculum the study units are compulsory. 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 and registration periods are given at [www.ramk.fi/students/studying](http://www.ramk.fi/students/studying) at RAMK.

### *Assessment of competence*

Assessment of students' competence is based on the objectives and learning outcome 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). Study unit performance requirements and principles of assessment are given in the curriculum.

Credits for completed study units and parts of study units are recorded according to the date 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 an assessment of study performance or an approval of transferable credits may ask the assessing or approving teacher for a rectification within 14 days after the student has received the results of the assessment or approval 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 a rectification of the decision from RAMK's board of examiners within 14 days after receiving notification of the decision (L351, § 27).

*Board of examiners (alternates in parentheses)*

Chairman, Principal Lecturer Rauni Koukkula  
 (Principal Lecturer Jorma Hietanen)  
 Senior Lecturer Merja Vankka (Senior Lecturer Jouko Saraniemi)  
 Senior Lecturer Sirpa Torvinen (Head of Degree Programme Raimo Sirviö).

*WinhaWille student interface of the student register*

Students can use the eHOPS tool and the WinhaWille student interface of the student register to monitor their own individual study plan and study performance and update their own contact information. In case of a change in their address or phone number, students should immediately update WinhaWille themselves.

Study credits and partial credits can also be printed out 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 by the computing support on 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 should be 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 information on applying for a degree can be found at <http://www.ramk.fi/students/studying> at RAMK.

## 2.6 Counselling and tutoring

The objective of RAMK's student counselling is to provide students in different phases of their studies support in their studies, wellness and advancement in their professional career. RAMK's counselling is planned and co-ordinated by a counselling and support team (ch. Special Adviser in Career Counselling Päivi Saari).

The campus's counselling and support teams plan counselling in the various fields, including measures related to students' progress in studies and wellness. The teams are: Ounasvaara counselling and support team (H-OTU), Viirinkangas counselling and support team (P-OTU) and Rantavitikka counselling and support team (T-OTU).

Each student group has its own teacher tutor. The teacher tutor introduces students to studying and the higher education institution community helps them compile and update their individual study plan and monitors their progress in their studies.

The teachers and entire staff make up the counselling staff. Teachers that supervise practical training, contact persons in practical training, international relations co-ordinators (matters related to international exchanges) and teachers that provide supervise thesis projects are named separately.

The activities of student services, student health care, student union Camos and the student organisations in different fields are presented elsewhere in this guide. RAMK's web pages contain services related to counselling, tutoring and guidance at [www.ramk.fi/students/counselling](http://www.ramk.fi/students/counselling) and tutoring.

## 2.7 Education development and study support services

RAMK co-operates closely with Lapland's other higher education institutions in the development of education and production of student support services.

Student services include the following functions: an admissions office, international student exchange, a student register, a financial aid committee, career and recruiting services, sports services, study psychologist services and an open university of applied sciences.

Each campus has a study affairs office that serves students. The contact information of the offices is given at the end of this guide. The study affairs offices and student services provide students with a wealth of information related to studies, as well as various certificates, such as study certificates, transcripts of credits and Kela's meal cards. The offices also provide financial aid application forms and information related to financial aid.

Education development support services include support for online and multi-format education and adult education development services.

The services are located at the following addresses:

*Rantavittikka Campus, Jokiväylä 13:*

Adult education development services  
Admissions office  
International affairs unit  
Sports services  
Study psychologist  
Student register  
Career and recruitment services  
Online and multi-format education support

*Yliopistonkatu 8:*

Open university of applied sciences  
Financial aid committee

## 2.8 Computer network services

Students can obtain usernames required for the computer network, the student register and learning environments from the computing support on their own campus.

## 2.9 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.)

The fee for restoring the right to study is € 35.

## 2.10 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 general conditions for receiving financial aid are acceptance to an educational institution, full-time study and progress in studies, and a need for economic support (law on financial aid, § 5).

Kela's Internet site contains detailed information about financial aid at [www.kela.fi](http://www.kela.fi). More information about financial aid and related instructions are also available on RAMK's web pages at [RAMK/Students/Financial aid](http://RAMK/Students/Financial%20aid).

### *Applying for financial aid*

Students apply for financial aid using Kela's form OT2. Kela sends most starting students a pre-filled application form. The form can also be filled out online using Kela's customer service at: [www.kela.fi/in/internet/suomi.nsf/alias/asiointi](http://www.kela.fi/in/internet/suomi.nsf/alias/asiointi). Students can access the service using their own online bank username. An online application speeds up the application handling process.

Students apply for financial aid for specialisation studies via RAMK's financial aid committee on the basis of their individual study plan.

### *Financial aid period*

Financial aid is granted for the normal study period of a degree programme, which is 3,5 years for a 210-credit programme and 4 years for a 240-credit programme.

If a student does not graduate within the normal period, he/she can apply for financial aid for studies that exceed the normal period by submitting a new application to Kela's financial

aid centre. The maximum aid period is 42 months for a 210-credit programme (max. 45 mo. for studies begun before 1.8.2005) and 46 months for a 240-credit programme (max. 50 mo. for studies begun before 1.8.2005). If the student does not graduate within the maximum period, for exceptional reasons he/she may be eligible for a maximum of 9 additional months of financial aid.

Extension of the maximum aid period is applied for through RAMK's financial aid committee.

A total of 70 months of financial aid is available for all higher education studies. This amount is only available to students who have received a degree. The remaining months of financial aid for a student who interrupted his/her higher education studies is calculated from the degree-specific total (42 or 46 months).

Financial aid for students in degree conversion programmes and Master's degree programmes is initially granted for the first year, after which it is possible to apply for additional aid through RAMK's financial aid committee.

#### *Summertime financial aid*

Students may also apply for financial aid for summer studies. Students may receive summertime financial aid for degree programme summer studies comprising at least 5 credits per month and at least 18 days of study per month. Summertime financial aid is applied for through RAMK's financial aid committee. A description of the summer study plan, signed by the teacher tutor, must be included with the application form.

#### *Financial aid for international exchange studies*

Students may also apply for financial aid for studies completed abroad. The educational institution's certificate of studies completed abroad (Learning Agreement) must be enclosed with the notification of a change in circumstances that is submitted to Kela. Financial aid for studies completed abroad is equal to aid granted in Finland, loan security is higher (€ 440/mo.), compensation for living expenses may be higher (€ 210/mo.), but in some countries with a lower rent rate it may be lower than in Finland (€ 58.87 - € 109.23/mo.).

#### *Monitoring progress in studies*

Progress in studies of students receiving financial aid is monitored yearly. Progress is monitored on the basis of credits in the record of credits and the number of months of financial aid received. Progress in studies is considered sufficient and entitles the student to receive financial aid if the student completes an average of 4.8 credits per month of aid (statute on financial aid, § 4). If studies do not progress sufficiently and the student cannot present valid reasons for the delay, payment of financial aid may be interrupted.

#### *Financial aid committee*

RAMK has a financial aid committee whose primary task is to monitor the progress in studies of students receiving financial aid. The committee provides statements on progress in studies to Kela. The committee also specifies the sufficient scope of studies completed in the summer and studies completed abroad outside of an exchange programme. The financial aid committee's operation is based on the law on financial aid (1994, 65, § 9 and § 9a). RAMK's financial aid committee has eight members, half of which are student members. The chairperson of the committee is Director of Education Development Outi Hyry-Honka, tel. +358 20 798 5403, the presenter/secretary is Co-ordinator Vuokko Kononen, tel. +358 20 798 5404, and the vice-secretary is Co-ordinator Maija Törmänen, tel. +358 20 798 5476, Financial aid committee, Yliopistonkatu 8.

#### *Monitoring the income of recipients of financial aid*

Income that affects financial aid is monitored retroactively by calendar year on the basis of the student's taxable income and the number of months of financial aid used. Income is not monitored monthly; it is monitored annually on the basis of total annual taxable income. Students may earn € 660/month during each month of financial aid and € 1,970/month during each month of no financial aid without losing the right to receive financial aid. For example, if a student receives financial aid during 9 months, he/she may simultaneously earn € 11,850 (9 x € 660 + 3 x € 1,970 = €

11,850). If the student's annual income exceeds the limit, excess financial aid must be paid back.

#### *Starting year and graduating year:*

If your income during the entire calendar year exceeds the annual income limit on your starting or graduating year, you must make sure your income during your study period does not exceed the amount derived from the equation "€ 660/month during each month of financial aid and € 1,970/month during each month of no financial aid". If your income during your period of study does not exceed the amount derived from this equation, your income before your starting month and after your graduating month is not limited. Your income is linked to your study period or other period according to the date of payment.

#### *Meal benefit*

Students studying in a university of applied sciences degree programme are entitled to a € 1.67 discount from the price of student meals in all student cafeterias belonging to the meal benefit system. Students in specialisation programmes are also entitled to the meal benefit if they are entitled to receive financial aid. Students can get the reduced price by presenting a student organisation's membership card or Kela's meal benefit card.

#### *Adult education financial aid*

Under certain circumstances a student with a job contract may be entitled to receive adult education financial aid. The financial aid must be applied for from the Education Fund. For more information, see [www.koulutusrahasto.fi](http://www.koulutusrahasto.fi).

#### *Other forms of support*

Since 1.1.2010 employment-related adult education and independent studies are considered services that promote employment. During such studies students are paid support equal to the amount that they would have received as unemployment compensation. More information about various forms of support can be found on Kela's Internet site at [www.kela.fi](http://www.kela.fi) or the Employment and Economic Development Office Internet site at [www.mol.fi](http://www.mol.fi).

#### *Student housing*

Domus Arctica foundation – student housing in Rovaniemi

WHERE. You can find student housing in Rovaniemi if you surf straight to Domus Arctica foundation's home page at [www.das.fi](http://www.das.fi). DAS has 950 apartments intended for students. The DAS apartments are just a stone's throw from the campuses and their prices vary according to size, furnishings and location. DAS offers hobby and TV rooms, fitness centres, saunas, laundry rooms and playgrounds. Take your roommate along and pursue a hobby or sport! Customer service loans tools and you can sew curtains with a loanable sewing machine.

FRIENDLY. Our customer service will welcome you with a smile and we'll make your living easy. DASHupa will inspect and, if necessary, renovate your apartment before you move in. DAS maintenance service will make sure everything works while you live in the apartment. You are always welcome at DASAspa and we'll help you the best we can.

CHOICES. Living together is inexpensive and sports facilities are just a stone's throw away Kuntotie, where housing costs € 190/mo, on average. One-room apartments for demanding city singles can be found at Anninportti next to the university and on Ukkoherantie in the middle of town for € 390/mo. The prices include rent, water, electricity, an Internet connection, a turn in a joint sauna and use of a laundry room. An additional fee is charged for a parking place with a block heater connection, a family sauna turn or a fully furnished apartment.

SERVICES. If the Internet is a part of your studies and life, the DAS apartments offer a 10 Megabyte Internet connection for surfing and chatting. Nearly all the housing services you need function online: from reporting a fault to serving notice of termination and everything between. If your life situation changes you can change apartments and even choose a roommate. What could be better than living with your best friend? Look for an apartment together!

EASY. DAS's security payment is small, and there are no other thresholds in your way when

you move into a DAS apartment. The security payment ensures that the resident fulfils the rental obligations and that minor defects, late rent payments and cleaning do not have to be paid by others. Residents living together pay € 170, residents living alone pay € 260 and couples pay € 430. Upon termination of the rental contract and inspection of the apartment the security payment is returned.

**APPLY NOW.** Click [www.das.fi](http://www.das.fi), call, send e-mail or visit the DAS office for more information. You can apply for DAS housing anytime. The application is valid for three months, and you can easily extend the period of validity by phone or e-mail. We offer vacant apartment daily. New students starting their studies have priority to apartments vacant beginning 1.8. and 1.9. DAS – your best student home!

**DOMUS ARCTICA FOUNDATION**  
Ylikorvantie 28 A, FI-96300 ROVANIEMI  
Phone 020 7699 180, Fax 020 7699 188  
[dasaspa@das.fi](mailto:dasaspa@das.fi)  
[www.das.fi](http://www.das.fi)

The Rovaniemi Municipal Federation of Education has student housing in Rantavitikka, Ojanperä and on Väylätie. Students can apply for housing by filling out the online application form. For more information, maps of the housing locations and the application form, go to [www.redu.fi/asuntolat](http://www.redu.fi/asuntolat).

#### *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.

## 2.11 Student health care

Student health care services are provided by the City of Rovaniemi. RAMK students' health care office is located in the city centre at Kansankatu 8, 2nd floor.

You can independently make an appointment with the health care nurse if you need help in matters related to your health and wellness or if

you become ill. If necessary, the health care nurse also conducts health examinations and if necessary, 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.

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

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

#### *The office is open as follows:*

Mon, Tue, Thu: 8:00—16:00

Wed: 8:00—18:00, Fri: 8:00—14:00.

Visits without an appointment Mon—Fri:  
8:00—11:00.

Appointments should be made by phone or email.

The health care nurse conducts phone consultations Mon—Fri, 11:30—12:30. Health care nurse's emergency phone consultations Mon—Fri, 8:00—9:00 (calls are automatically transferred).

#### *Health care nurses:*

Minna Lohela

Ounasvaara and Rantavitikka Campuses

Mon, Wed and Fri (including phone consultations)

Evening hours by agreement on Wednesdays,  
040 716 2416  
[minna.lohela@rovaniemi.fi](mailto:minna.lohela@rovaniemi.fi)

Anni Ruotsalainen

Viiirinkangas Campus

Tue and Thu (including phone consultations)

Evening hours by agreement on Wednesdays,  
0400 342 522  
[anni.ruotsalainen@rovaniemi.fi](mailto:anni.ruotsalainen@rovaniemi.fi)

#### *Student health care online consultation*

The service allows RAMK's students to contact the health care nurse via the Internet. The service is intended for students attending educational institutions located in the city of Rovaniemi. Online consultations are personal transactions between the student and the



health care nurse via encoded connections. Students register with the service using their personal online bank code. They can send questions to their own campus's health care nurse. The transaction is based on a confidential relationship between the student and the health care nurse, and it is comparable with a telephone contact or personal visit. More information about the service at: [www.rovaniemi.fi/nettivastaanotto](http://www.rovaniemi.fi/nettivastaanotto).

#### *Doctor's services*

Contact your own health care team. The teams also provide emergency appointments with a nurse or doctor and they provide services on weekdays: Mon–Thu, 8:00–16:00, and Fri, 8:00–15:00. Each RAMK student is assigned to a health care team on the basis of the student's address. The services are also provided to students from other localities.

#### *Sairaalakatu health care teams:*

Ounastiimi, tel +358 16 322 4453 (Ounasvaara, Ounasmetsä, Ounasrinne, Pöykkölä)  
 Uittotiimi, tel +358 16 322 4454 (City centre, Kirkkolampi, University, 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 (Saarenkylä, Syväsenvaara, Nivavaara, Vitikanperä)  
 Etelätiimi, tel +358 16 322 4555 (Yläkemijoki, Alakemijoki, Ranuantie)  
 Pohjoistiimi, tel +358 16 322 4565 (Ylikylä, Ounasjokivarsi, Pellontie, Sodankyläntie, Kemijärventie)

#### *Emergency care and first aid*

Lapland Central Hospital emergency polyclinic, Ounasrinteentie 22, Rovaniemi. Basic emergency public health care: tel. +358 16 328 2140, 8:00-22:00.

The emergency polyclinic is for emergencies, acute illnesses and accidents when 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. 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–Fri, 8:00–16:00.

#### *Night-time emergency*

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

#### *Dentist's services*

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

## 2.12 Study psychologist

Degree students at RAMK have access to a study psychologist's services. Students who face difficulties, primarily in their studies, should first contact their teacher tutor. However, while studying a student may experience periods when additional support for his/her own wellness and/or progress in studies is necessary.

Students can make confidential visits to the study psychologist to discuss matters related to their studies or life's situation that weigh on their mind. The study psychologist can help

students 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, one's 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 organises various courses or groups.

Depending on the situation and need, about one to five or ten visits are arranged. Appointments are made by phoning or e-mailing the study psychologist directly. Contact information: 0400 235 661, opintopsykologi@ramk.fi, www.ramk.fi/opintopsykologi.

## 2.13 International activities

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

International operation is visible at RAMK in its student, trainee, teacher and specialist exchanges, instruction given in English, 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 grants. Each student at RAMK has an opportunity to participate in international studies even without going abroad. Foreign lecturers visit RAMK and students may have foreign exchange students as classmates. It is possible to complete study units entirely in English. It is also possible to internationalise by becoming an international student tutor or being a sponsor family for international students.

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 affairs co-ordinator.

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

Director of International Affairs Development  
Matti Lempiäinen  
Jokiväylä 11 C  
Tel. +358 020 5727

Head of International Relations Office  
Hellevi Leppiaho  
Tel. +358 20 798 5407  
hellevi.leppiaho@ramk.fi

International Relations Secretary  
Sanna Iivari  
Tel. +358 20 798 5481  
sanna.iivari@ramk.fi

International Relations Secretary  
Tuovi Honkela  
Tel. +358 20 798 5417  
tuovi.honkela@ramk.fi

## 2.14 Language education

The Language Centre together with RAMK's degree programmes organises language and communication education included in the degree programmes. The goal of language and communication education is to provide RAMK's students with language and communication skills that meet the requirements of a higher education degree and are needed in specialist jobs in the international business world. The Language Centre also organises RAMK's free-choice electives in language studies and arranges tailored education in languages and communication for RAMK's staff and external clients. The Language Centre also takes care of translation and language consulting services.

Language education is being developed in close co-operation with Lapland's higher education institutions. The goal is to establish a common language centre of Lapland's University Consortium in 2011.

*Language Centre*  
kielikeskus@ramk.fi

Head of Language Centre  
Ritva Ala-Louko  
Tel. +358 20 798 5472  
ritva.ala-louko@ramk.fi

Senior Administrator  
Merja Forest  
Jokiväylä 11 C  
Tel. +358 20 798 5400  
merja.forest@ramk.fi

## 2.15 Library and information services

RAMK's library, which belongs to the Lapland University Consortium library, serves students at the Ounasvaara Campus on Porokatu and the Rantavitikka Campus on Jokiväylä. The library of the Lapland Institute for Tourism Research and Education serves students studying in the field of Tourism and Hospitality Management.

The library as a learning environment offers reference material in both printed and electronic format, facilities and work areas, and information services. Instruction in information literacy is included in the curriculum in orientation studies, principles of research and development, and the thesis project.

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 browsed in the Lapland University Consortium library database.

Electronic material is available via the Nelli portal.

The library's contact information, open hours, services, rules, current bulletins, etc., can be found on the Lapland University Consortium library web pages at <http://www.luc.fi/kirjasto>.

### *Library locations at RAMK:*

Ounasvaara Campus  
Porokatu 35  
FI-96400 Rovaniemi  
Tel. +358 20 798 5424

Rantavitikka Campus  
Jokiväylä 11  
FI-96300 ROVANIEMI  
Tel. +358 20 798 5427

Also:  
Lapland Institute for Tourism Research and Education library  
Viirinkankaantie 1  
FI-96300 ROVANIEMI  
Tel. +358 20 798 5426

## 2.16 Career and recruitment services

RAMK's career and recruitment services support the advancement of relations with working life that students formed during their studies and the employment of recent graduates. Co-operation initiated during their studies brings results, as nearly one fourth of RAMK's students are employed by the 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 used in career and recruitment services is the nation-wide Internet-based Jobstep.net employment and information service at <http://www.jobstep.net>. Students must register as users the first time they visit

the site. After registration the username is RAMK+student 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 of RAMK's career and recruitment services

Jokiväylä 13

FI- 96300 Rovaniemi

Tel. +358 20 798 5415

email arja.taavetti@ramk.fi

## 2.17 Lapland Sports Academy

Lapland Sports Academy is a network of educational institutions and co-operating partners, co-ordinated by the coaching centre of the Santasport Institute. The Academy's goal is to successfully integrate athletes' studies and career in sports. One of the main tasks of the Academy is to provide more effective coaching for 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 has been approved by the Finnish Olympic Committee as a top-level sports academy since 2008.

Lapland Sports Academy offers its athletes the following services, to name a few: more efficient study counselling, flexible studying, versatile training conditions, training led by a specialised coach (alpine skiing, cross-country skiing, ski jumping, combined skiing, swimming, track and field, football, hockey, volleyball, and other sports together), muscle training, skill coaching, testing, muscle care, massage service, physiotherapy, podiatry, doctor's services and spa services. Sports Academy athletes studying at RAMK may also receive credits (total 10—15 ECTS cr, 5 ECTS cr/yr) by preparing and planning the integration of

their own studies and sports and self-evaluating their own performance.

Daytime or adult students who have confirmed their student place at RAMK may apply to Lapland Sports Academy with a "RAMK" application form, available at [www.lapinurheilukaatemia.fi](http://www.lapinurheilukaatemia.fi). The application period ends on 10.9.2010. Students are selected to the Sports Academy from among daytime and adult students on the basis of their sports achievement on 13.—17.9.2010.

The application form can be brought or mailed to: Lapland Sports Academy  
Hiihtomajantie 2  
FI-96400 Rovaniemi

The contact person at the Viirinkangas Campus is Jaakko Naasko  
tel. +358 20 798 5735  
[jaakko.naasko@ramk.fi](mailto:jaakko.naasko@ramk.fi)

The contact persons at the Ounasvaara Campus are Kalle-Pekka Tiihonen  
tel. +358 20 798 5610  
[kalle.tiihonen@ramk.fi](mailto:kalle.tiihonen@ramk.fi)

and Mika Rahkola  
tel. +358 20 798 5635  
[mika.rahkola@ramk.fi](mailto:mika.rahkola@ramk.fi)

The contact person at the Rantavitikka Campus is Kari Peisa  
tel. 358 20 798 5347  
[kari.peisa@ramk.fi](mailto:kari.peisa@ramk.fi)

## 3 Other learning environments

### 3.1 InnoAcademy – a learning environment that fosters new know-how and entrepreneur-like activity

The pedagogical principles and operating ideology of InnoAcademy approach the idea of an integrative learning environment that emphasises close contact with the region's industry and business. Solutions to real problems in working life are sought through learning exercises and projects. InnoAcademy's work methods and learning concept combine individual experience-based learning with community learning, which can be called active learning. Such an active role encourages students to develop their own learning and expertise and supports the adoption of entrepreneur-like work methods already when studying.

Active learning emphasises co-operation between students, teachers and representatives from working life, teamwork and communities as a foundation for learning. The basic skills of active learning are motivation and information acquisition skills; the most important skills are supervising one's own learning and ability to assess one's learning. Active learning also emphasises the learner's ability to work together (teamwork), solve problems together, disseminate information and encourage others. An essential skill is the ability to work interactively and the skill to accept the experiences and thoughts of others. Also important from the standpoint of learning are mutual discussions, humaneness and solidarity, which is called the InnoAcademy spirit.

InnoAcademy is considered an operating philosophy and model that binds RAMK together. InnoAcademy is an authentically open, multi-field learning environment, and it forms a network between RAMK's different campuses and within its own operating environment. Its operation also emphasises internationality,

as the learning environment offers learning opportunities for students from different countries and cultures.

More information

Matti Liimatta

Viirinkankaantie 1, FI-96300 Rovaniemi

tel. +358 400 518 018

### 3.2 ENVI – Virtual Centre of Wellness Campus

The requirements of competence in working life and basic education in the wellness sector and advances in wellness technology have increased educational challenges in both continuing education and basic education. Lapland's sparse population and the need to guarantee tourists' safety in demanding rescue, first aid and acute care situations place quality requirements on the professional skill of the sector's students and professional staff in carrying out patient-safe care.

The ENVI - Virtual Centre of Wellness Campus is a learning centre on the Ounasvaara Campus. It is comprised of separate learning environments that imitate paths of patient care. The ENVI scenes of events are home, ski slope and intersection environments. Practical actions are emphasised in the home environment. In addition to situations that require acute care, the home environment offers the possibility to practice various helping situations in home care or situations involving family violence that require mental crisis care. The ski slope environment consists of cold conditions where care in such conditions is emphasised. Care of an injured patient and multi-patient situations can be implemented well in the intersection environment.

An ambulance with a fully equipped interior is set up in the immediate vicinity of the scene of the event. In the ambulance it is possible to practice giving care en route, handling a stretcher and using treatment instruments. A virtual hospital contains an emergency care unit, a polyclinic and an intensive care unit as well as a bed ward where students can

practice patient treatment using intensive care methods and necessary medical equipment and instruments. The bed ward of the virtual hospital contains electronic patient data systems which are stored in RAMK's information network. This allows learners to practice compiling treatment plans and rehabilitation schedules on the ward.

The environment also makes it possible to vary the difficulty of the situations, thus allowing students to acquire new knowledge related to their work. Learning is based on descriptions of the events which are based on working life. They are experienced in a virtual world that allows students to diversely practice their professional skills needed in working life.

### 3.3 Arctic Well-Being Laboratory (AWB Lab)

RAMK's Ounasvaara Campus also has a top-quality, modern Arctic Well-Being Laboratory (AWB Lab) for measuring and analysing functional capacity and performance. It is a multi-field environment that supports learning, primarily in the health care, rehabilitation and sports sectors. It offers good possibilities to integrate theory and practice with the goal of strengthening the competence of health care, physiotherapy and sports studies students. The laboratory's infrastructure enables high-quality, reliable, working-life-oriented research, project, development and innovation work. To carry out learning exercises, the laboratory equipment can also be used in authentic work and research environments. The main themes applied in the development of the laboratory were orientation to working life, sustainable development and ensuring that students learn core contents in accordance with the idea of the learning environment and the competence-based curriculum at the learning exercise, study unit and degree programme levels.

The AWB Lab is part of the development work of the Ounasvaara Campus, which seeks to create a high-quality, nationally unique centre of learning, research and innovation in the health care, physiotherapy and sports

sectors. One of the goals is to function as a pioneer in sports-related physiotherapy and physical activity. As a learning environment the AWB Lab enables a flexible learning process that supports different learners through diverse teaching methods, thereby ensuring that students progress in their studies and learn the practices of their own professional field in a safe, supportive environment. The laboratory also offers a good opportunity to develop interaction and social skills.

On the Ounasvaara Campus RAMK students together with teachers and other staff members work with customers, partners and national and international specialists in different fields to develop service entities and products; they turn ideas into functional innovations that are the focus of the students' thesis projects.

### 3.4 Open university of applied sciences education

Open university of applied sciences education consists of studies that comply with RAMK's Bachelor's and Master's degree programmes. The education is open to everyone interested, regardless of age or previous education. The prerequisite for completing Master's degree studies is a Bachelor's degree or some other applicable higher education degree.

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 online education. Credits received from open university of applied sciences studies may be transferred in accordance with RAMK's degree regulations. (chapter 6).

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

Open university studies are free of charge for students studying in a RAMK 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 of applied sciences study units is done at <http://www.ramk.fi/ilmoittautuminen>.

#### Additional information:

Student affairs officer

Seija Enbuske

Open university of applied sciences office

Yliopistonkatu 8, FI-96300 Rovaniemi

Tel. +358 20 798 5399

[seija.enbuske@ramk.fi](mailto:seija.enbuske@ramk.fi)

Education co-ordinator

Niina Riihiniemi

Open university of applied sciences office

Yliopistonkatu 8, FI-96300 Rovaniemi

Tel. +358 20 798 5402

[niina.riihiniemi@ramk.fi](mailto:niina.riihiniemi@ramk.fi)

Education director

Marja-Leena Tuomainen

Open university of applied sciences office

Yliopistonkatu 8, FI-96300 Rovaniemi

Tel. +358 20 798 5416

[marja-leena.tuomainen@ramk.fi](mailto:marja-leena.tuomainen@ramk.fi)

### 3.5 Provincial University of Lapland

The Provincial University of Lapland is a network of regional co-operation comprised of Lapland's institutions of higher education and actors in Lapland's regions. Co-ordinated co-operation produces a wide range of education and development projects that increase know-how and wellness in Lapland's regions.

The purpose of the Provincial University of Lapland is to 1) support regional development work, 2) improve the availability of higher 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 diversified and regionally broad open education offered by the Provincial University of Lapland makes it possible to study higher education degree studies everywhere in Lapland. Make use of contact education or online teaching provided through local educational organisations when compiling your study plan!

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

#### Additional information:

Substitute director Anu Pruikkonen

Kauppakatu 58, FI-95400 TORNIO

tel. +358 40 556 4632

[anu.pruikkonen@tokem.fi](mailto:anu.pruikkonen@tokem.fi)

### 3.6 Summer University of Lapland

The Summer University of Lapland arranges open university studies in co-operation with Lapland's higher education institutions (Lapland's HEIs' open higher education). A specific task of the Summer University of Lapland is to supplement and diversify study options by offering studies from other higher education institutions and universities. Thus, the summer university offers students from different fields an excellent opportunity to diversify their own degree programme. During the academic year 2010–2011 we will offer studies from the Universities of Oulu, Jyväskylä, Helsinki, Eastern Finland, Tampere and Lapland.

Open university studies are always equivalent to the studies of the arranging university. Studies are arranged all year round – during the autumn and spring semesters and also during the summer. In planning the education we offer, we take into consideration education initiatives we receive. Open education is intended for everyone regardless of their basic education. By application the studies may be included as a part of one's own degree programme

Finland has 21 summer universities. Summer universities are considered to be local educational institutions that provide free education; open higher education and other regional competence and education needs, especially among persons with a higher level of education, are emphasised in their operation. The Summer University of Lapland has operated in the province since 1964 and is a part of the Provincial University of Lapland.

The Summer University of Lapland also offers supplementary professional education, particularly language and international studies, secondary school courses and university studies for the elderly. Education is provided in Rovaniemi, Kemi and Tornio. Education is also provided elsewhere in Lapland as distance education and online studies. Current information about education offered by the Summer University of Lapland can be found on the summer university's home page at [www.lapinkesayliopisto.fi](http://www.lapinkesayliopisto.fi) and on the Provincial University of Lapland's portal at [www.maakuntakorkeakoulu.fi](http://www.maakuntakorkeakoulu.fi).

Contact information:

Summer University of Lapland  
 Street address: Joint service point of Lapland's HEIs, University of Lapland  
 E wing, Yliopistonkatu 8  
 Education co-ordinator Liisa Sirviö, F building, room F2013, University of Lapland  
[liisa.sirvio@lapinkesayliopisto.fi](mailto:liisa.sirvio@lapinkesayliopisto.fi) or  
 tel. +358 400 190 352

or

University of Lapland, Rovaniemi office  
 Toripuistikko 5-7  
 FI-96200 Rovaniemi  
 Tel. +358 20 798 5290  
[info@lapinkesayliopisto.fi](mailto:info@lapinkesayliopisto.fi)  
[www.lapinkesayliopisto.fi](http://www.lapinkesayliopisto.fi)



## 4 Common studies

### 4.1 RAMK's common basic studies

The curricula of all of RAMK's degree programmes include 15 credits of common basic studies.

#### Content

Common basic studies develop students' study skills and provide them with basic knowledge needed for research work and entrepreneurship studies.

#### Study units

<b>YH1J</b>	<b>Orientation studies</b>	<b>5 cr</b>
<b>YR1AC</b>	<b>Innovations and entrepreneurship</b>	<b>5 cr</b>
<b>YH1I</b>	<b>Basics of research and development</b>	<b>5 cr</b>

Different fields of study may also include common field-specific studies.

English study units are presented separately.

### 4.2 Business expertise and entrepreneurship

The curricula of all the degree programmes contain common basic studies related to

entrepreneurship and at least 10 credits of compulsory business operation and entrepreneurship studies as a part of professional studies.

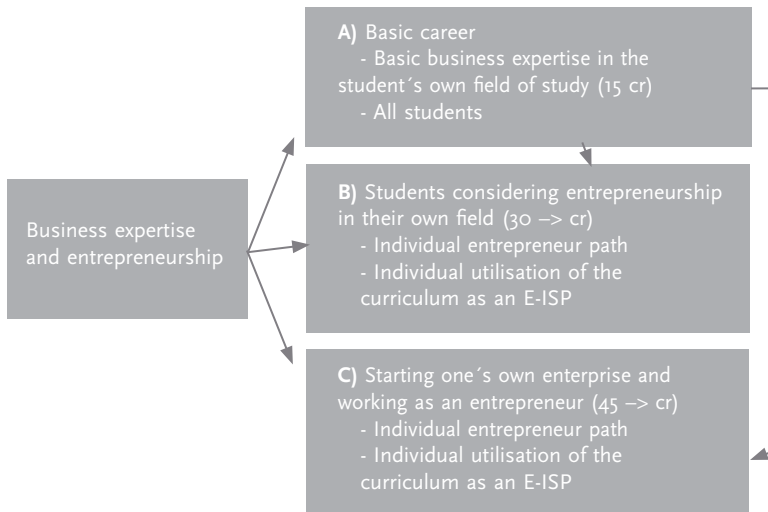
Students may additionally construct an entrepreneur path for themselves (E-ISP), which supports the development of their entrepreneur skills and their becoming an entrepreneur. InnoAcademy is a learning environment that supports entrepreneurship. YritysTakomo studies, which are included in free-choice electives, also support becoming an entrepreneur.

### 4.3 Free-choice electives

The objective 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 and general free-choice electives.

The topics of the free-choice electives are based on RAMK's profile and focal areas. Other studies arranged at RAMK as well as studies completed in another university of applied sciences, academic university or



by agreement some other school may be accepted as free-choice electives.

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

### 4.3.1 Language and communication studies

RAMK's language studies are based on the statute on university of applied sciences studies, 352/2003, and language skills, § 8. Language and communication skills are part of the professional competence of a university of applied sciences graduate. Therefore, language studies emphasise language and communication skills needed in different professions. The scope of language studies varies by field and degree programme. All the degree programmes include compulsory studies in English and communication as well as Swedish or Finnish. RAMK students may also take free-choice electives in language and communication.

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

- offer students the opportunity to acquire language and communication skills that comply with the requirements set for a university of applied sciences degree
- prepare students for communication situations in working life
- reinforce students' familiarity with different cultures so they can get along in an international work environment
- offer students the opportunity to study several languages and
- motivate students to continuously develop their language skills.

#### *Starting level testing and activation studies in English and Swedish*

The starting level requirement for English and Swedish studies is upper secondary school or secondary-level vocational school language skill.

At the beginning of their studies all secondary-level vocational school graduates must take a starting level test in English and Swedish. As a rule, all upper secondary school graduates except those with a grade of M, E or L on their matriculation exam must take the test. The starting level test indicates whether the student's starting level skills are sufficient for RAMK's English and Swedish studies. The starting level tests are assessed according to the European Council's pan-European 6-step framework levels A1—C2. Activation studies are recommended for students with a result of A1 or A2 in the starting level test in Swedish and a result of A1, A2 or B1 in the starting level test in English. Students are notified about registration for the study units VV1A Activation of English and VV1B Activation of Swedish after the starting level tests.

#### *Studies in Swedish and language legislation*

The statute on university of applied sciences studies (352/2003) specifies that the students must prove, in the studies included in their university of applied sciences degree or otherwise, that they have acquired such skills in Finnish and Swedish as are, according to the act on the language skill required of a public official (424/2003), required of officials functioning in a bilingual office requiring a higher education degree and which is necessary from the viewpoint of practicing a profession and professional development.

The basic or professional studies of all of RAMK's degree programmes include a study unit of at least three credits in Swedish. Upon completing the study unit(s) satisfactorily, the students' language skill, which complies with the relevant statute, is marked on their certificate as satisfactory or good. For students who began their studies after 1.8.2004 the grade is defined as satisfactory if their average grade for the study unit(s) is 1–3 and good if their average grade is 4–5. For students who began their studies in the autumn of 2007 or later, oral and written skills in Swedish are marked separately.

## 4.4 Schedules of common studies

Common basic studies in the academic year 2010–2011

Common basic studies	Code	ects cr	Autumn 2010	Spring 2011
Tutkimus- ja kehittämistoiminnan perusteet *	YH1I	5	x	x
Orientoivat opinnot * / **	YH1J	5	x	x
Orientation Course * / **	YH1L	5	Schedule agreed on separately	Schedule agreed on separately
Basics of Research and Development *	YH1M	5	Schedule agreed on separately	Schedule agreed on separately
Innovaatiot ja yritysajatus	YR1AC	5		
Innovation and Entrepreneurship	YR1AF	5	Schedule agreed on separately	Schedule agreed on separately

Free-choice elective language and communication studies in the academic year 2010 – 2011

Autumn wks 37 – 50  
13.9. – 17.12.2010

Spring wks 2 – 20  
10.1. – 20.5.2011

Language and Communication Studies	Code	ects cr	Autumn wks 37 – 50 13.9. – 17.12.2010				Spring wks 2 – 20 10.1. – 20.5.2011						
			Mon 12.30-16.00	Tue 12.30-14.00	Tue 14.30-16.00	Tue 16.30-18.00	Mon 12.30-16.00	Tue 12.30-14.00	Tue 14.30-16.00	Thu 16.30-18.00			
			winha number				winha number						
Spanish 1	VV8A	5		x									
Spanish 2	VV8L	5						x					x
Intercultural Communication in Finland*	VV7V	5	x							x			
Network Communication	VV8P	5							x				
Confident Appearance	VV7Z	5								x			
Norwegian	VV8CG	5	x	x									
French 1	VV8B	5	x	x									
French 2	VV8M	5											
Russian 1	VV8DD	5	x	x					x				x
Russian 2	VV8DE	5								x			x
Sami	VV8H	5											x
German 1	VV8C	5	x	x									
German 2	VV8N	5											x
Spanish 1	VV8AA	5	x	x									
Spanish 2	VV8LL	5											
Survival Finnish*	VV7U	5	x	x									x
Sign Language	VV8K	5											
English for International Students*	VV2P	3											
Orientation to Finnish Language and Culture**	VV2N	5	x	x									

\* primarily for exchange students

\*\* for international degree students

NOTE! Starting students register for language studies on 1.9.–10.9.2010. Please check on WinhaWille if you have been accepted into the study unit. Check the timetables and more information on WinhaWille and SoleOPS.

## Free-choice electives in the academic year 2010–2011

Free-choice electives	Code	ects cr	Autumn 2010		Spring 2011				
			Tue 12.30-16	Thu 16.30-18	Tue 12.30-16	Thu 16.30-18			
Culture-Connected Customer Service	VV3K	5							
Profitable business operation	VV3L	5							
Web publication tools	VV3N	5							x
Arctic technology applications	VV4K	5							x
Image processing and multimedia	VV4L	5							x
Nature and Economic Life in Lapland, Reindeer Husbandry Case	VV4M	5	Schedule agreed on separately						
Nature and Economic Life in Lapland, Reindeer Husbandry Case	VV4M	5							Schedule agreed on separately
Information security	VV4O	5			Schedule agreed on separately				
Geographic Information Systems	VV4P	5		x					
Sports and wellness in cold climate	VV5K	5							x
Pain relief	VV5N	5							x
Challenging customers	VV7F	5							x
Activation of mathematics	VV7K	5							x
Changing working life	VV7L	5							x
Student activities	VV7M	5	Schedule agreed on separately						
Student activities	VV7M	5							Schedule agreed on separately
My own entrepreneur skills and specifying my business idea	YR2A	5	Schedule agreed on separately						
Improving my customer- and market-oriented work	YR2B	5							Schedule agreed on separately
Improving my economic planning and management skills	YR2C	5							Schedule agreed on separately

Please check on WinhaWille if you have been accepted into the study unit.  
Check the timetables and more information on WinhaWille and SoleOPS

5.  
ENGLISH  
DEGREE  
PROGRAMMES

## School of Technology

## Degree Programme in Information Technology, 240 cr (ECTS)

The objective of the Degree Programme in Information Technology is to offer the student a variety of possibilities to develop expertise and professional skill in the field of software engineering – by providing sufficient basic knowledge of the implementation, structure and function of software and systems used in the field of software engineering from the standpoint of the student's future profession. Studies emphasise not only expertise in software engineering and competence in practices, but also familiarity with the principles of business operation and general readiness for working life. Studies also emphasise the importance of lifelong learning, the ability to keep up with development in the field of information technology and skill to solve problems that arise in the field.

The role of software engineering is becoming increasingly important in our rapidly advancing information society. Information is one of the most important strategic resources in the development of companies and society. The spread of global information networks to within reach of nearly everyone has placed great pressure to develop on companies and society – new software has to be created and old solutions developed. At the same time embedded software is giving traditional technological products more intelligence and functions.

An information technology engineer can work in various design, maintenance and implementation jobs as well as challenging specialist and educational jobs in technology. Your title may be software designer, software engineer, ADP designer, system specialist or maintenance and support expert. The degree programme also provides good readiness to establish your own information technology company.

### *Teaching arrangements and learning environments*

Studying is comprised of contact hours, guided independent studies and interactive distance and online studies. Contact hours are arranged on the Rantavitikka Campus at Rovaniemi University of Applied Sciences and regional studies are arranged in the surrounding regions. An individual study plan (ISP) is compiled for each student.

In addition to the classroom environment, other learning environments include RAMK's laboratories, national and international R&D projects, theoretical studies and practical studies in international exchange programmes. Tools that support learning include the Optima platform, the LearnLinc distance education system, e-mail, videoconferences and video recording. Theses related to studies are completed as a part of the development of working life. Students may also complete their thesis in RAMK's R&D projects. The degree programme's instructors include RAMK's teachers (lecturers, senior lecturers) and local, national and international experts.

Study load is based on the principles of the pan-European ECTS credit transfer and definition system (ECTS system). One year of study corresponds to 1600 hours of the student's full-time work. This corresponds to 60 ECTS credits during the academic year. Studies are planned so they progress evenly over a period of 40 weeks.



## Degree Programme in Information Technology, 240 cr

Study modules/Study units	Code	1st year	2nd year	3rd year	4th year
<b>Basic studies</b>	<b>AMK_PER</b>	<b>28</b>	<b>15</b>	<b>17</b>	
Orientation Course	YH1L	5			
Basics of Research and Development	YH11O	2		3	
Mathematics I	504D20A	5			
Mathematics II	504D20B	5			
Mathematics III	504D20C		5		
Physics I	504D21B		5		
Physics II	504D21C			7	
Finnish for Beginners/Finnish and Swedish for Finns	504D22A	7			
Communication & Academic Writing	504D22C			5	
English	504D22D	3	3		
Innovation and Entrepreneurship	YR1AF			5	
<b>Professional studies</b>	<b>AMM</b>	<b>27</b>	<b>30</b>	<b>28</b>	<b>40</b>
<b>Compulsory Professional Studies</b>	<b>COM_PRO</b>				
Basics of IT and UNIX/LINUX	504D23A	6			
C Programming	504D23B	6			
Network Fundamentals (CNA1) and Technical Information Security	504D23M		6		
Web Application Development and Databases	504D23N	7			
Basics of Embedded Systems	504D23F	5			
Hardware Design	504D23G	5			
Telecommunication Systems	504D23H	5			
Project Work	504D23I		5		
Scientific Computing and Statistics	504D23J		5		
Financial Management and Marketing in Organization	504D23K		5		
Business Management and Leadership	YR1AH				5
Data Structures and C++	504D24B		8		
Object-oriented Programming and Java	504D24A		8		
NET Application Development	504D24C			6	
Software Engineering and Testing	504D24D		5		
Software Project	504D24F				7
Design Methods	504D24H		5		
Basics of Mobile Programming	504D24I			6	

<b>Advanced Professional Studies (min 20 CU:s)</b>	<b>DPITAF</b>				
Advanced Mobile Programming	504D25I				5
Server Programming	504D25B			5	
Advanced .NET Application Development	504D25C			5	
Discrete Math and Cryptography	504D25D			5	
Server Environments	504D25E			5	
Software Seminar and Quality Systems	504D25G				5
XML Programming	504D25F			5	
Usability and UI Design	504D25H				5
Routing Protocols and Concepts (CNA2)	504D25J				
LAN Switching and Wireless (CNA3)	504D25K				
Accessing the WAN (CNA4)	504D25L				
<b>Free-Choice Electives</b>	<b>VAP_VAL</b>			<b>5</b>	<b>5</b>
<b>Practical Training</b>	<b>HARJOITT</b>	<b>5</b>	<b>5</b>	<b>10</b>	<b>10</b>
Practical Training	50004DH	5	5	10	10
- Practical Training 1B	50004DH2				
- Practical Training 2A	50004DH3				
- Practical Training 2B	50004DH4				
- Practical Training 3A	50004DH5				
- Practical Training 3A	50004DH6				
<b>Bachelors's Thesis</b>	<b>OPINNÄ</b>				<b>15</b>
Thesis project	50005DB				15

**Basic Studies****60 cr***Learning outcome*

The objective of the degree programme's basic studies is to provide the information technology student with a knowledge base in mathematics and natural science. The objective of language studies is to give the student language and communication skills needed in specialist jobs in increasingly international business and working life.

The general goal of mathematics studies is to reach sufficient mathematical maturity to be able to learn new, advanced methods used in constantly changing working life. The goal of physics studies is to become familiar with the most important physical and chemical phenomena on which technology is based and to analyse them theoretically and experimentally. The goal of language studies is also to deepen and develop skills in English and Finnish needed in the community and working life and to enhance integration of communication and professional subjects.

*Study unit*

YH1L	Orientation course	5 cr
YH1O	Basics of Research and Development	5 cr
504D20A	Mathematics I (basics and advanced)	5 cr
504D20B	Mathematics II (basics and advanced)	5 cr
504D20C	Mathematics III (basics and advanced)	5 cr
504D21B	Physics I	5 cr
504D21C	Physics II	7 cr
504D22A	Finnish for Beginners / Finnish & Swedish for Finns	7 cr
504D22C	Communication & Academic Writing	5 cr
504D22D	English	6 cr
YR1AF	Innovation and Entrepreneurship	5 cr

**Professional Studies****105 cr***Learning outcome*

The objective of professional studies is to develop basic professional skills for the special needs of information technology by introducing the student to areas of know-how in software engineering. Another objective is to give the student a command of internal and external project management, the principles of quality control and documentation, and an understanding of the basic principles of business know-how and entrepreneurship. The first academic year emphasises basic professional studies, so the student is able to work in information technology-related jobs that advance his/her profession beginning already with the practical training period of the first academic year.

*Study unit*

504D23A	Basics of IT and Unix/Linux	6 cr
504D23B	C programming	6 cr
504D23M	Network Fundamentals (CNA1) and Technical Information Security	6 cr
504D23N	Web Application Development and Databases	7 cr
504D23F	Basics of Embedded Systems	5 cr
504D23G	Hardware Design	5 cr
504D23H	Telecommunication Systems	5 cr
504D23I	Project Work	5 cr
504D23J	Scientific Computing and Statistics	5 cr
504D23K	Financial Management and Marketing in an Organisation	5 cr
YR1AH	Business Management and Leadership	5 cr

Software engineering studies concentrate on the technical solutions of software - students study subjects like programming, software design, information management, databases and new mobile technologies. Having studied software

engineering, the student knows how to design, develop and build software that meets the customer's requirements and is able to assume various roles in different software projects.

*Study unit*

504D24A	Object-oriented Programming and Java	8 cr
504D24B	Data Structures and C++	8 cr
504D24C	.NET Application Development	6 cr
504D24D	Software Engineering and Testing	5 cr
504D24H	Design Methods	5 cr
504D24F	Software Project	7 cr
504D24I	Basics of Mobile Programming	6 cr

**Advanced Professional Studies** **20 cr**

*Learning outcome*

Optional professional studies in software engineering go deeply into the various sectors of software production. Upon completing these study units the student is able to easily participate in extensive, demanding software implementation projects.

*Study unit*

504D25I	Advanced Mobile Programming	5 cr
504D25B	Server Programming	5 cr
504D25C	Advanced .NET Application Development	5 cr
504D25D	Discrete Math and Cryptography	5 cr
504D25E	Server Environments	5 cr
504D25F	XML Programming	5 cr
504D25G	Software Seminar and Quality Systems	5 cr
504D25H	Usability and UI design	5 cr
504D25J	Routing Protocols and Concepts (CNA2)	3 cr
504D25K	LAN Switching and Wireless (CNA3)	3 cr
504D25L	Accessing the WAN (CNA4)	3 cr
504D26B	Laboratory Work in the Technology Field	5 - 10 cr
504D26C	Research and Development Work	5 - 10 cr

**Free-choice Electives****10 cr***Learning outcome*

The student can include various university of applied sciences-level studies in his/her free-choice electives. They may be free-choice electives from the degree programme in information technology (recommended), other free-choice electives offered by RAMK, studies from other degree programmes or studies completed elsewhere in Finland or abroad.

**Practical Training to Enhance Professional Skills****30 cr***Learning outcome*

During practical training the student becomes familiar with the rules of the game in working life and core tasks in the field of information technology. Practical training teaches the student to apply what he/she has learned in practical work, motivates the student in his/her studies and helps him/her focus studies according to his/her own career plans. The school directs practical training. The requirement for approval of practical training is a written training report and a verbal presentation of training experiences presented at a training seminar. Practical training is distributed over four academic years.

*Study unit*

**50004H Training 30 cri**

**Thesis Project****15 cr***Learning outcome*

The objective of the thesis project is to develop the student's expertise in tasks associated with the field of information technology. Thesis projects are working life-oriented and develop working life. Essential to the thesis project is striving for professional growth and enhancement of expertise. The thesis project is comprised of the actual work, seminars, written and verbal reports and a maturity examination. The thesis project is situated in the curriculum in the spring semester of the fourth academic year, but it is usually started already in the autumn of the fourth academic year or even earlier.

*Study unit*

**50005B Thesis Project and Maturity Test 15 cr**



# School of Tourism and Hospitality Management

## Degree Programme in Tourism, 210 Cr

The Degree Programme in Tourism aims at professional expertise when working in a multicultural tourism network and environment. Graduates of the Degree Programme in Tourism specialise in working in tourism destinations. The Degree Programme in Tourism focuses on integrating studies in management, leadership and entrepreneurship in accordance with the principles of sustainable tourism. Contemporary marketing, including eCommerce and product development, and various language and cultural studies also have an important role in the degree programme. A special feature of this programme is that even though students study tourism with an emphasis on northern nature-based aspects, they can apply this knowledge and skill when working in the tourism industry anywhere in the world.

During international study exchange students can broaden their specialisation areas through the various programmes of our many partner institutions abroad. Students are also encouraged to complete their practical training abroad, since this gives more perspective to their own expertise and offers an alternative way to gain more knowledge in the field of tourism. The amount of studies of the Finnish language

and culture provided to international students enables them to be recruited in the Finnish job market. All the knowledge gained during the studies enables graduates to become potential future entrepreneurs in the tourism industry.

*Examples of possible future working places and positions after graduation:*

- Tourism SMEs, like hotels, restaurants, destination management companies (DMC) and programme service companies
- Tourism information centres, tourist offices
- Destination marketing organisations
- Travel agencies, tour organisers
- Meeting and conference centres and event houses
- Attractions, theme parks
- Transportation companies
  
- Marketing and/or Sales Assistant/Manager
- Operational Assistant/Manager
- Travel Supervisor/Co-ordinator
- Customer Service Assistant
- Account Manager
- Event Co-ordinator
- Project Assistant/Co-ordinator
- Entrepreneur



## Degree Programme in Tourism, 210 cr

Study modules/Study units	Code	1st year	2nd year	3rd year	4th year
<b>Basic studies</b>	AMK_PER				
Orientation Course	YH1L	5			
Financial Management and Marketing in an Organisation	801D1B	5			
Innovation and Entrepreneurship	YR1AF	5			
Basic Skills for Tourism Services in a Multicultural Environment	801D1G	10			
Global and Economic Environments 1	801D1E	5			
Introduction to Information Technology and ICT Tools	801D1F	5			
Basics of Research and Development	YH1M		5		
Business Management	801D1D				5
<b>Professional studies</b>	AMM				
<b>Contemporary Marketing and Product Development</b>	<b>801D8</b>				
Global and Economic Environments 2	801D8A		5		
Service Marketing and Sales	801D8B		5		
Product Development and Pricing	801D8C		5		
Marketing Communication and Customer Relationship Management	801D8D			5	
eCommerce Online Solutions and Different Office Systems	801D8E			5	
Development Project	801D8G			5	
<b>Operating Environment of the Tourism Industry</b>	<b>801D100</b>				
Tourism as an Operating and Work Environment	801D10D	10			
World of Tourism and Cultures	801D10E	5			
Destination Lapland	801D10B	5			
Arctic Tourism	801D10C			5	
<b>Operational Management in a Multicultural Environment</b>	<b>801D11</b>				
Human Resource Management in Tourism	801D11A		5		
Daily Operational Management in Tourism	801D11B		5		
Financial Management in Tourism	801D11C		5		
<b>Language and Communication Studies</b>	<b>801D122</b>				
Finnish for International Students	801D12A	5	5		
Swedish at Work	801D12H	5			

English at Work	801D12G		5	5	
3rd Foreign Language for Finnish-speaking Students	801D12F		5		
<b>Business Management and Development in Destinations</b>	<b>801D13</b>				
Strategic Management	801D13A			5	
Destination Management and Seasonality	801D13E				5
Destination Project	801D13B				5
Research and Development for Tourism and Hospitality	801D13C			5	
<b>Free-Choice Electives</b>	VAP_VAL			10	
<b>Practical Training</b>	HARJOITT				
Basic Training	801D7A		15		
Advanced Training	801D7B			15	
<b>Bachelor's Thesis</b>	OPINNÄ				15

**Basic studies****45 cr**

Students acquire basic readiness to study successfully in a multicultural operating environment at RAMK. They know the basics of project management and research methods. In addition to this, they understand the possibilities offered by entrepreneurship and have basic knowledge of the business operation, finances and marketing of an enterprise as well as of mathematics and statistics. Students know how to use IT and different IT-related tools in their studies. They acquire views of hospitality in tourism, the world-wide operating environment of tourism and the economic and regional importance of the field. Students become familiar with tourism services and the demands and challenges of an international tourism environment from the viewpoint of a northern operating environment.

*Study Units*

YH1L	Orientation Course	5 cr
801D1B	Financial Management and Marketing in an Organisation	5 cr
YR1AF	Innovation and Entrepreneurship	5 cr
801D1G	Basic Skills for Tourism Services in a Multicultural Environment	10 cr
801D1E	Global and Economic Environments 1	5 cr
801D1F	Introduction to Information Technology and ICT Tools	5 cr
YH1M	Basics of Research and Development	5 cr
801D1D	Business Management	5 cr

**Professional studies****110 cr****801D8 Contemporary Marketing and Product Development 30 cr***Learning outcome*

Students get overall pictures of customer-oriented marketing, sales and product development of a service product and factors affecting them. In addition, they learn the principles of networking and eCommerce in the multi-factor field of tourism, in different operating environments. Students know how to apply things they have learned with case-based tools and applications in a northern operating environment dominated by SMEs.

*Study Units*

801D8A	Global and Economic Environments 2	5 cr
801D8B	Service Marketing and Sales	5 cr
801D8C	Product Development and Pricing	5 cr
801D8D	Marketing Communication and Customer Relationship Management	5 cr
801D8E	eCommerce Online Solutions and Different Office Systems	5 cr
801D8G	Development Project	5 cr

**801D100 Operating Environment of the Tourism Industry 25 cr***Learning outcome*

Students understand the importance of tourism and the factors influencing it from the viewpoint of the destination, as well as the basics of how to produce tourism services. They can view tourism and the tourism services of the destination in an international and cultural context. They acquire in-depth familiarisation with the special features of tourism in a northern and arctic nature-based operating environment.

Students learn about legislation related to enterprises and tourism and understand its significance and the requirements it sets for entrepreneurship from the viewpoint of the EU and Finland. The students complete a First Aid I course and acquire a Hygiene Pass.

#### *Study Units*

<b>801D10D</b>	<b>Tourism as an Operating and Work Environment</b>	<b>10 cr</b>
<b>801D10E</b>	<b>World of Tourism and Cultures</b>	<b>5 cr</b>
<b>801D10B</b>	<b>Destination Lapland</b>	<b>5 cr</b>
<b>801D10C</b>	<b>Arctic Tourism</b>	<b>5 cr</b>

#### **801D11 Operational Management in a Multicultural Environment 15 cr**

##### *Learning outcome*

Students learn to understand how many spheres and levels management operations have when enterprises aim at business operation in a multicultural operating environment. They learn to use and produce information and apply it to financial and operational management of a tourism enterprise from the viewpoint of a micro-enterprise or SME.

#### *Study Units*

<b>801D11A</b>	<b>Human Resource Management in Tourism</b>	<b>5 cr</b>
<b>801D11B</b>	<b>Daily Operational Management in Tourism</b>	<b>5 cr</b>
<b>801D11C</b>	<b>Financial Management in Tourism</b>	<b>5 cr</b>

#### **801D122 Language and Communication Studies 20 cr**

##### *Learning outcome*

Foreign students study Finnish and English. Finnish-speaking students study Swedish, English and a third language. The third language should be on an advanced level, and several alternatives should be offered.

#### *Study Units*

<b>801D12A</b>	<b>Finnish for International Students</b>	<b>10 cr</b>
<b>801D12H</b>	<b>Swedish at Work</b>	<b>5 cr</b>
<b>801D12G</b>	<b>English at Work</b>	<b>10 cr</b>
<b>801D12F</b>	<b>3rd Foreign Language for Finnish-speaking Students</b>	<b>5 cr</b>

#### **801D13 Business Management and Development in Destinations 20 cr**

##### *Learning outcome*

Students understand the importance of strategic thinking and management in the development of goal-oriented and sustainable business operation on the levels of enterprises and destinations.

Students become familiar with the challenges and possibilities of comprehensive sustainable development of a nature-based/peripheral destination dominated by micro-enterprises and SMEs, and they are able to assess the impact of alternative operations on development of the destination and make development plans based on them.

#### *Study Units*

<b>801D13A</b>	<b>Strategic Management</b>	<b>5 cr</b>
<b>801D13E</b>	<b>Destination Management and Seasonality</b>	<b>5 cr</b>
<b>801D13B</b>	<b>Destination Project</b>	<b>5 cr</b>
<b>801D13C</b>	<b>Research and Development for Tourism and Hospitality</b>	<b>5 cr</b>

**Free-choice electives** 10 cr

Students deepen their knowledge according to their choices. They can choose study modules from RAMK's common or campus-related free-choice electives. In addition, they can choose from courses offered in their own or RAMK's other degree programmes. Studies completed in other institutions of higher education can also be included in free-choice electives.

*Study Units*

**Tastes and Cultures** 5 cr

**Practical training** 30 cr*Study Units*

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

**Bachelor's thesis** 15 cr

The thesis project is a continuous process in tourism studies. Students solve a practical problem related to their own field or implement a development 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 on the thesis project. Students also take a maturity test related to the thesis project.



## School of Business and Administration

## Degree Programme in Innovative Business Services, 210 cr

The Degree Programme in Innovative Business Services (IBS) is a brand new programme at Rovaniemi University of Applied Sciences (RAMK). It aims to educate and train business professionals with an innovative and entrepreneur-like attitude that provides an opportunity to work in a variety of jobs in business. The programme focuses on developing know-how for innovative business service opportunities especially in SMEs operating in northern areas, but is suitable for other international students as well. The working language of the programme is English.

Nowadays modern economies are comprised primarily of services, and innovation activity becomes a key for business, insuring its competitive advantage in the increasingly competitive global marketplace. Perspectives of innovation are emerging and multiple dimensions of innovation are introduced globally. Businesses in the northern regions of Europe, such as the Barents region and Lapland in Finland, recognise the urgent need for service innovation in a variety of sectors. There is a demand for professionals able to exploit business opportunities throughout the region.

After completion of the programme students will have advanced business and service management know-how as well as competences that will give them an advantage in the labour market. Students will acquire extensive regional knowledge with a focus on the

business environment in the Barents region and particularly Finnish Lapland. They will have R&D and innovation know-how that is most essential for the development activity of enterprises. With their knowledge of the variety of businesses in the region and the specific features of the area, students will be able to discover new business opportunities, giving opportunities also to those who are interested in starting up their own business.

The advantage of the programme is its unique environment. Students study in a multinational student group, an innovative learning environment that combines theory and practice and modern facilities with advanced technologies that support effective learning. The studies are implemented in close co-operation with the working life of different industries in the region. The programme encourages development and implementation of innovative business ideas in joint projects with businesses, locally and across borders. Implementation of studies may take multiple forms: in-class studies as well as field activities such as practical training in a company and field trips in the region, an international exchange period and virtual studies.

The long-term goal of the programme is to promote innovations in key industries in Lapland, Finland and the Barents region in order to fuel partnership between academia, research and business.



## Degree Programme in Innovative Business Services, 210 cr

Study modules/Study units	Code	1st year	2nd year	3rd year	4th year
<b>Basic studies</b>	<b>AMK_PER</b>	<b>15</b>	<b>5</b>		
Orientation Course	YH1L	5			
Innovation and Entrepreneurship	YR1AF		5		
Basics of Research and Development	YH1M	5			
Introduction to IT and ICT Tools	307D1A	5			
<b>Professional studies</b>	<b>AMM</b>	<b>45</b>	<b>40</b>	<b>40</b>	
<b>Orientating to Glocal Environments</b>	<b>307D2</b>				
Northern and Peripheral Environments and Innovations	307D2A	5			
Cross-cultural Management in the Northern Context	307D2B	5			
Northern Regional Economics	307D2C		5		
Operating in the Work Environment	307D2D	5			
<b>Communication and Multicultural Skills</b>	<b>307D3</b>				
Finnish for International Students I	307D3AA	5			
Finnish for International Students II	307D3AB		5		
Svenska för yrkeslivet	307D3BA	5			
Russian Language in Services	307D3BB		5		
German Language in Services	307D3BC		5		
English at Work	307D3C	5			
<b>Business and Service Management Skills</b>	<b>307D4</b>				
Business Management and Leadership	YR1AH	5			
Financial Management and Marketing in an Organisation	YR1AG	5			
Business Mathematics and Statistics	307D4A	5			
Marketing of Services & B-to-B Sales Management	307D4B			5	
Marketing Research and Planning	307D4C			5	
Marketing Communication and Customer Relationship Management	307D4D		5		
Financial Reporting and Taxation	307D4E	5			
Management Accounting	307D4F		5		
ICT as a Tool for Business Operations	307D4G		5		
ICT Applications in Marketing Communication	307D4H		5		
Human Resource Management	307D4I		5		
Business Planning and Service Process Management	307D4J			5	

<b>Research &amp; Development &amp; Innovation in a Service Business</b>	<b>307D5</b>				
Research & Development and Innovation Methods and Academic Writing	307D5A			5	
Service Experience Development	307D5B			5	
Project Cycle Management in a Business Context	307D5C		5		
Research & Development and Innovation Projects and Regional Business Development	307D5D			5	
Exchange Studies	301D13			10	
<b>Free-Choice Electives</b>	<b>VAP_VAL</b>			<b>5</b>	<b>15</b>
<b>Practical Training</b>	<b>HARJOITT</b>		<b>15</b>	<b>15</b>	
Basic Training	307D20A		15		
Advanced Training	307D20B			15	
<b>Bachelor's Thesis</b>	<b>OPINNÄ</b>				<b>15</b>
Bachelor's Thesis	307D30A				15

**Basic Studies****20 cr***Learning outcome*

Students have basic readiness to study successfully in the multicultural operating environment at RAMK. Students are aware of the objectives of their own degree programme and their studying possibilities. They know how to use the electronic services available at RAMK. Students know the characteristics of higher education studying and learning. They know themselves as learners and are able to assess their own progress. They are familiar with the basic principles of investigative learning and know how to apply them in their studies. They are able to plan their own studies. With guidance they compile their own individual study plan (ISP), which is updated yearly. Students understand the significance of information acquisition and management as a part of the learning process and the development of their own professional skill. Students are familiar with the formalities associated with various written learning assignments. In addition to this, students have basic knowledge and skills in research and development; they are familiar with the principles of innovation and entrepreneurship and are able to apply creativity skills in various situations. Students gain basic skills in project management that will enhance their project work during their studies. Students are able to use IT and different IT-related tools in their studies.

*Study unit*

<b>YH1L</b>	<b>Orientation Course</b>	<b>5</b>
<b>YR1AF</b>	<b>Innovation and Entrepreneurship</b>	<b>5</b>
<b>YH1M</b>	<b>Basics of Research and Development</b>	<b>5</b>
<b>307D1A</b>	<b>Introduction to IT and ICT tools</b>	<b>5</b>

**Professional Studies****125 cr****307D2 Orientating to the Glocal Environment  
20 cr***Learning outcome*

Students understand the concept of the northern dimension and peripheral and territorial thinking. They understand the significance of “thinking globally” and “acting locally” in the northern and peripheral business environment. Students are able to identify the business-oriented focal areas of RAMK, Lapland and the Barents region and are familiar with the businesses and industries operating in the North. They have basic knowledge of innovation and they are able to recognise the importance of innovation as a tool in regional business development. Students are able to distinguish between various perspectives that affect the business environment in the Barents Euro-Arctic region (geopolitical, sociocultural, economic, ecological, etc.) and the influence of European and regional innovation strategies on the innovative business environment in the North. Students understand the importance of sustainable development and ethical factors, especially when operating in the northern and peripheral environments. Students are able to adopt skills needed in cross-border thinking and working in northern and peripheral areas. Students understand the interaction between the business environment and business operations in a company and they know the basics of corporate legislation and different types of companies. Students are able to use their cross-cultural management skills to actively create contacts with internal and external partners in the region and in the business environment. International students can transfer and utilise the knowledge and cultural elements of their own countries and areas of origin.

*Study unit*

<b>307D2A</b>	<b>Northern and Peripheral Environments and Innovations</b>	<b>5</b>
---------------	---	----------

<b>307D2B</b>	<b>Cross-cultural Management in the Northern Context</b>	<b>5</b>
<b>307D2C</b>	<b>Northern Regional Economics</b>	<b>5</b>
<b>307D2D</b>	<b>Operating in the Work Environment</b>	<b>5</b>

### **307D3 Communication and Multicultural Skills 15 cr**

#### *Learning outcome*

Students recognise the communication demands and challenges in the field of business management from the perspective of the northern business environment. Students have relevant language and communication skills needed in the specified business environment. They know the characteristics of the business management field and are familiar with the practices of working life. They activate their language and communication skills in English and non-native speakers of Finnish also become familiar with the Finnish culture and society, especially from the northern perspective. In addition to English, Finnish students have studies in Swedish and a third foreign language (Russian or German), whereas non-native speakers of Finnish focus on Finnish language studies. Students are able to effectively communicate in a variety of situations in the Northern regions and especially in the business environment. Students are able to conduct business meetings, hold presentations using advanced computer software and perform written business communication in a foreign language.

#### *Study unit*

<b>307D3AA</b>	<b>Finnish for International Students I</b>	<b>5</b>
<b>307D3AB</b>	<b>Finnish for International Students II</b>	<b>5</b>
<b>307D3BA</b>	<b>Svenska för yrkeslivet</b>	<b>5</b>
<b>307D3BB</b>	<b>Russian Language in Services</b>	<b>5</b>
<b>307D3BC</b>	<b>German Language in Services</b>	<b>5</b>
<b>307D3C</b>	<b>English at Work</b>	<b>5</b>

### **307D4 Business and Service Management Skills 60 cr**

#### *Learning outcome*

Students develop the most essential business and service management skills necessary for successful operation in the northern business environment. Students have substantial knowledge about organisational management and business operations and are able to produce information for managerial and financial decisions. Students develop know-how in service product development and are able to apply this know-how in an actual service development project. For successful operation in the business environment students are able to apply various ICT applications needed for daily business operations and marketing communication. They have knowledge of marketing discipline and skills in performing marketing research. Students are able to plan a company's profitability and finances and assess a company's financial and operational outcomes. In addition, students are familiar with the procedure of direct and indirect taxation and they understand the principles of different income sources. They acquire a general view of calculating taxable income and the effect of business type on taxation. Students are aware of complications of human interaction within a company and know basic HRM methods and functions in an organisation. Students have substantial teamwork, people management and leadership skills and are able to effectively perform various team assignments. Students are able to effectively manage themselves and others, solve group conflicts, motivate group members and successfully interact in a multicultural environment. Students have a command of the sector's essential labour legislation and know the main collective labour agreements that concern their own business sector and know how to apply them. Students are able to utilise the most essential business and service management skills to successfully compile a business plan and execute various business-related projects.

*Study unit*

<b>YR1AH Business Management and Leadership</b>	<b>5</b>
<b>YR1AG Financial Management and Marketing in an Organisation</b>	<b>5</b>
<b>307D4A Business Mathematics and Statistics</b>	<b>5</b>
<b>307D4B Marketing of Services &amp; B-to-B Sales Management</b>	<b>5</b>
<b>307D4C Marketing Research and Planning</b>	<b>5</b>
<b>307D4D Marketing Communication and Customer Relationship Management</b>	<b>5</b>
<b>307D4E Financial Reporting and Taxation</b>	<b>5</b>
<b>307D4F Management Accounting</b>	<b>5</b>
<b>307D4G ICT as a Tool for Business Operations</b>	<b>5</b>
<b>307D4H ICT Applications in Marketing Communication</b>	<b>5</b>
<b>307D4I Human Resource Management</b>	<b>5</b>
<b>307D4J Business Planning and Service Process Management</b>	<b>5</b>

**307D5 Research & Development and Innovation in a Service Business 20 cr***Learning outcome*

Students develop their ability to use various research methods in academic and product/service development work as a part of an innovation process and they advance their project management skills. Students are able to put into practice the results of research for development activities carried out in various projects. They understand the innovation perspective, with emphasis on the four dimensions in the innovation strategy of the Lapland University Consortium (wellness, experience and tourism, industry, natural resources). Students develop their personal innovative approach and attitude towards things and phenomena. Methods and tools for positive thinking are known to students and they are able to identify innovative opportunities

in the northern environment. They have developed an entrepreneurial attitude and cross-border thinking. Students apply creativity skills as a part of innovative service business development and entrepreneurship. Students learn to manage innovation as a process and are able to attach innovative concepts into real service business. They are able to use R&D&I methods, such as service and experience design tools, to develop innovative service business ideas and put them into practice when developing existing or new services and service experiences. Students understand the meaning of intellectual property rights in service business life and know the main tools used to protect service businesses. Students are able to identify public European Union and national-level funding opportunities for innovative projects and are able to apply them in their innovative service business projects. Students are able to carry out innovative multi-cultural cross-border projects in real or virtual service business environments in the northern and/or peripheral areas. They are able to utilise and apply creative methods in their thesis project when developing an innovative service business.

*Study unit*

<b>307D5A Research &amp; Development &amp; Innovation Methods and Academic Writing</b>	<b>5</b>
<b>307D5B Service Experience Development</b>	<b>5</b>
<b>307D5C Project Cycle Management in a Business Context</b>	<b>5</b>
<b>307D5D Research &amp; Development and Innovation Projects and Regional Business Development</b>	<b>5</b>

**301D13 Exchange Studies 10 cr***Learning outcome*

Students advance their knowledge and skills in the subjects relevant to the study programme. Students may choose one of the core themes

in which to advance their knowledge. Students may participate in exchange studies abroad or may choose other appropriate courses offered at the university that will enhance their career.

*Northern environments and cultural studies*

*Business studies (Entrepreneur path)*

*R&D&I studies*

## Free-choice Electives 20 cr

Students have deepened their professional expertise in a chosen area. Students' chosen free-choice electives may have been study units from general or programme-specific free-choice electives. They may have been study units from their own degree programme or some other degree programme in their school. Studies completed at other institutions of higher education may also have been approved as free-choice electives.

## Practical Training 30 cr

**Basic training:** Students become oriented to northern and peripheral business life by working as assistants in a business function of an enterprise or a function of another organisation (public or NGO) in the area. They are familiar with the rules, regulations and requirements of working life. Basic training has supported creation of students' conception of the multi-faceted industries in the northern areas. Students develop their professional business skills, depending on the specific functions and tasks performed in the training.

**Advanced training:** Students carry out demanding tasks in business services, project

management or other functions in business-, public- or NGO-type organisations. They are able to take responsibility for a team membership or an independent subject area. Students have reinforced their practical working and social skills. They have strengthened their skills in specific business-related areas and in service development activities. Students are able to contribute with innovative ideas and solutions to various situations in the company's work and, where applicable, students are able to participate in the product/service development process.

*Study unit*

<b>307D20A</b>	<b>Basic Training</b>	<b>15</b>
<b>307D20B</b>	<b>Advanced Training</b>	<b>15</b>

## Bachelor's Thesis 15 cr

The thesis project combines various objectives of mastering a profession. Students indicate their ability to apply what they have learned in solving a professional problem and in developing their professional field. The thesis project may be investigative or it may be linked to product planning or applications in their own field. The thesis project may be a product/service, a production or an expressive work. In the IBS Programme, special emphasis and attention is placed on opportunities to create added value for existing businesses operating in the northern and peripheral areas. To obtain a university of applied sciences degree, students must complete a maturity exam, related to their thesis project, which indicates their familiarity with the field and their language skills in English.

*Study unit*

<b>307D30A</b>	<b>Bachelor's Thesis</b>
----------------	--------------------------



# 6. DEGREE REGULATIONS

of Rovaniemi University of  
Applied Sciences





## 6 Degree regulations of Rovaniemi University of Applied Sciences

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

### *Educational task and degrees of Rovaniemi University of Applied Sciences*

The task of RAMK, based on Act 351/2003 and Decree 352/2003 on UAS studies and Government regulation 262/2003, is to provide research-based higher education for professional specialist tasks on the basis of the needs of working life and its development; support individual professional growth; conduct research and development that serves university of applied sciences education, supports working life and regional development and takes the region's industrial structure into consideration; 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, Finnish and foreign institutions of higher education and other schools. RAMK is responsible for the level of quality and the continuous development of its operation. RAMK also periodically participates in external quality assessment.

In arranging and implementing degrees programmes and studies, RAMK complies with Act 351/2003 and Decree 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 guidelines.

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, 2007–2008, 2008–2009, 2009–2010 and 2010–2011, the Bachelor's and Master's degree programmes mentioned in Appendix 1 can be completed at RAMK.

### *Studies*

The aims of university of applied sciences studies are specified in Decree 352/2003, §7 and §7a on universities of applied sciences.

The performance requirements of the different study units are stated in the curricula that RAMK decides on each year. The teacher executing a study unit specifies an implementation plan for the study unit, which includes the learning outcome, contents, teaching arrangements, performance requirements and principles of assessment of the study unit, and gives this information to the students 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 from other degree programmes or other schools that are approved by RAMK. Studies completed by a student are included only in the degree programme or line into which the student was selected, unless RAMK for a particular reason grants the student the right to also complete another degree programme.

RAMK's common studies can be completed in any university of applied sciences degree programmes.

### *Language of instruction*

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

### *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 with separate guidelines.

*Duration of study*

The duration of study is calculated from the extent of the curriculum so that 60 ECTS credits correspond to one academic year of study. In adult education and specialisation studies leading to a degree, the duration of study is based on the scope of the curriculum and the education implementation plan. A transfer student's duration of study is based on the duration of the student's earlier studies in a university of applied sciences, the scope of studies in the student's individual study plan and the education implementation plan. The duration of study of separate studies is based on the education implementation plan.

Students who do not complete their degree programme within the period corresponding to its scope must present a personal plan for completing their studies. Students who are not able to complete their studies within a period which is one year longer than the scope of their 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 which is 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 procedural guidelines on the right to study.

*Registering as a student*

Students must register as attending or non-attending at the beginning of each academic year in the manner specified by RAMK. A student with a justified reason may change his or her registration status during the academic year (351/2003, § 23). Non-attendance can be interrupted by registering as attending 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 restored starting from the beginning of the next semester, if they still have right-to-study time left. Registration instructions are given in the procedural guidelines on the right to study.

*Completion of a degree programme and certificates*

A degree is granted upon the student's written application in accordance with separate instructions. The student has completed the university of applied sciences degree programme, when he/she has completed all the study units in accordance with the approved curriculum and has passed the maturity test.

Upon application, RAMK may accept studies completed in another university of applied sciences, school, institution of higher education or abroad as compensating studies or as studies included in a degree programme. Studies completed elsewhere prior to starting the degree studies at RAMK are not included in the degree certificate, if the total number of credits exceeds the scope of the degree programme.

Granting of a certificate is mentioned separately in Decree 352/2003, §15.

*Assessment of competence*

Students at RAMK are assessed on the basis of their competence. This assessment includes assessment of completed studies and recognition and approval of competence acquired earlier or elsewhere.

*Assessment of study performance*

RAMK's study units are graded on a scale of excellent (5), good (3–4), satisfactory (1–2), fail (0) or in exceptional cases, on a scale of pass (P) – fail (0). Exceptional cases include orientation studies and practical training. The performance requirements and principles of assessment of the study units are announced in the curriculum and specified in the implementation plan.

Students completing their 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 mark of a passed study unit once within the two semesters following the end of the study unit and according to the performance requirements and assessment principles of the study unit.

Completion of a study unit or part of a study unit is recorded on the date on which it was approved. Completed studies must be entered

in the record of credits within one month following an examination or other completion of studies. For a special reason, RAMK may allow additional time for assessment.

Rectification of assessment of study performance complies with Decree 352/2003 on universities of applied sciences.

#### *Recognition and approval of competence acquired earlier or elsewhere during studies*

Equivalent studies completed in another Finnish or foreign higher education institution or competence acquired otherwise may be approved as a part of the degree programme. Recognition and approval of competence and transferral of credits happen through the AHOT process.

#### *Disciplining a student*

RAMK considers dishonesty during an examination, plagiarising or other deceit as an action requiring disciplining (351/2003, § 28). Before a disciplinary issue is dealt with, the student is informed of the offence he/she is suspected of and he/she is given a chance to be heard. If a deceit can be proved to have occurred, the examination is always rejected. The President decides on a warning to be given to a student and RAMK's board of directors decides on suspension.

#### *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 Act 351/2003 as well as Decrees 352/2003, 353/2003 and 355/2003 on university of applied sciences studies and specified with separate guidelines.

RAMK may accept a student to study and to 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. As a rule, a full-time student who has acquired 45 credits per academic year at the university of applied sciences from which he or she is transferring may be accepted as a transfer student to study in a Bachelor's degree programme.

#### *Effective date*

These degree regulations become effective on August 1, 2010.

## Degree regulations. Appendix 1

*RAMK's degree programmes and degrees in the academic year 2010 – 2011*  
(if decided separately by RAMK, also as adult education)

### BACHELOR'S DEGREE PROGRAMMES

#### NATURAL RESOURCES AND THE ENVIRONMENT

*Rural Industries Programme, 240 cr*  
The programme leads to a Bachelor of Natural Resources degree  
Graduates may use the title:  
Agrologi (AMK), Bachelor of Natural Resources

*Forestry Programme, 240 cr*  
The programme leads to a Bachelor of Natural Resources degree  
Graduates may use the title:  
Metsätalousinsinööri (AMK), Bachelor of Natural Resources

#### TOURISM, CATERING AND INSTITUTIONAL MANAGEMENT

*Hotel and Restaurant Management Programme, 210 cr*  
*Tourism Programme, 210 cr*  
The programmes lead to a Bachelor of Hospitality Management degree  
Graduates may use the title:  
Restonomi (AMK), Bachelor of Hospitality Management

*Degree Programme in Tourism, 210 cr*  
The degree programme leads to a Bachelor of Hospitality Management degree  
Graduates may use the title:  
Restonomi (AMK), Bachelor of Hospitality Management

#### HEALTH CARE, SOCIAL SERVICES AND SPORTS

*Physiotherapy Programme, 210 cr*  
The programme leads to a Bachelor of Health Care degree  
Graduates may use the title:  
Fysioterapeutti (AMK), Bachelor of Health Care

*Nursing and Health Care Programme, lines: Nursing, 210 cr*  
The programme leads to a Bachelor of Health Care degree  
Graduates may use the title:  
Sairaanhoidaja (AMK), Bachelor of Health Care  
*Health Care, 240 cr*  
The programme leads to a Bachelor of Health Care degree  
Graduates may use the title:  
Terveystenhoitaja (AMK), Bachelor of Health Care  
Sairaanhoidaja (AMK), Bachelor of Health Care

*Sports and Leisure Studies Programme, 210 cr*  
The programme leads to a Bachelor of Sports Studies degree  
Graduates may use the title:  
Liikunnanohjaaja (AMK), Bachelor of Sports Studies

The planning of the nursing and physiotherapy programmes takes into consideration what is specified in the law (559/94) and statute (564/94) on health care professionals concerning achievement of the right to practice a profession. The nursing programme complies with the requirements of the European Parliament's and Council's directive 2005/36/EC concerning recognition of professional qualification.

#### TECHNOLOGY, COMMUNICATIONS AND TRANSPORT

*Land Surveying Programme, 240 cr*  
*Construction Engineering Programme, 240 cr*  
*Information Technology Programme, 240 cr*  
The programmes lead to a Bachelor of Engineering degree  
Graduates may use the title:  
Insinööri (AMK), Bachelor of Engineering

*Degree Programme in Information Technology, 240 cr*  
The degree programme leads to a Bachelor of Engineering degree  
Graduates may use the title:  
Insinööri (AMK), Bachelor of Engineering

#### SOCIAL SCIENCES, BUSINESS ECONOMICS AND ADMINISTRATION

*Business Economics Programme, 210 cr*  
The programme leads to a Bachelor of Business Administration degree  
Graduates may use the title:  
Tradenomi, Bachelor of Business Administration

*Degree Programme in Innovative Business Services, 210 cr*  
The degree programme leads to a Bachelor of Business Administration degree  
Graduates may use the title:  
Tradenomi, Bachelor of Business Administration

### MASTER'S DEGREE PROGRAMMES

#### NATURAL RESOURCES AND THE ENVIRONMENT

*Master's Degree Programme in Landscape Management, 60 cr*  
The degree programme leads to a Master of Natural Resources degree  
Graduates may use the title:  
Agrologi (ylempi AMK), Master of Natural Resources  
Metsätalousinsinööri (ylempi AMK), Master of Natural Resources

#### TOURISM, CATERING AND INSTITUTIONAL MANAGEMENT

*Master's Degree Programme in Tourism, 90 cr*  
The degree programme leads to a Master of Hospitality Management degree  
Graduates may use the title:  
Restonomi (ylempi AMK), Master of Hospitality Management

#### HEALTH CARE, SOCIAL SERVICES AND SPORTS

*Master's Degree Programme in Health Promotion, 90 cr*  
The degree programme leads to a Master of Health Care degree  
Graduates may use the title:  
Fysioterapeutti (ylempi AMK), Master of Health Care  
Terveystenhoitaja (ylempi AMK), Master of Health Care  
Sairaanhoitaja (ylempi AMK), Master of Health Care

*Master's Degree Programme in Health Promotion, 90 cr*  
The degree programme leads to a Master of Sports Studies degree  
Graduates may use the title:  
Liikunnanohjaaja (ylempi AMK), Master of Sports Studies

#### TECHNOLOGY, COMMUNICATIONS AND TRANSPORT

*Master's Degree Programme in Management of Technological Competence, 60 cr*  
The degree programme leads to a Master of Engineering degree  
Graduates may use the title:  
Insinööri (ylempi AMK), Master of Engineering

*Master's Degree Programme in Landscape Management, 60 cr*  
The degree programme leads to a Master of Engineering degree  
Graduates may use the title:  
Insinööri (ylempi AMK), Master of Engineering

#### SOCIAL SCIENCES, BUSINESS ECONOMICS AND ADMINISTRATION

*Master's Degree Programme in Business Economics, 90 cr*  
The degree programme leads to a Master of Business Administration degree  
Graduates may use the title:  
Tradenomi (ylempi AMK), Master of Business Administration

## Degree regulations, Appendix 2

### *Recognition and approval of competence acquired earlier on the basis of a transfer of credits*

A transfer of credits is based on the rules concerning completion, assessment and certificates of degree programmes, which are given in RAMK's degree regulations.

A transfer of credits, be it a question of substitution of credits or inclusion of a study unit, already completed or to be completed elsewhere, in RAMK's studies, is always done on the basis of a written application, and the decision is archived. Substitutive credits are not included in free-choice electives if the total number of credits exceeds the scope of the curriculum. RAMK distributes credit transfer instructions and application forms, approves studies as part of a programme at its discretion and enters credits in the record of credits. Students apply for a transfer of credits for studies, practical training, work experience or other competence and indicate the content and scope of the aforementioned. As a rule, students should apply for a transfer of credits for prior acquired competence during their first academic year.

Comprehensive school and secondary school studies cannot be substituted for university of applied sciences studies. Exceptions are students who have completed university of applied sciences study units in a secondary school, vocational upper secondary school or youth-level experimental education.

Study units or parts of study units of degree programmes can be substituted with college-level education containing study units with objectives corresponding to the objectives of the degree programme.

Degree studies completed in a university and university study modules completed in a summer university, civic college, folk high school or elsewhere may be substituted for university of applied sciences studies if their degree requirements correspond to entities or partial entities of the university of applied sciences degree.

If a student who has completed studies in an open university of applied sciences is selected

as a degree student in a university of applied sciences, the credits for the studies completed in the open university of applied sciences may be transferred according to the content of the degree programme studies.

A student's free-choice electives may include studies completed in other universities of applied sciences and academic universities, also abroad, and other studies that correspond to RAMK's free-choice electives.

Credits for reserve officers' school (RUK) and reserve non-commissioned officers' school (AUK) are transferable. The scope of transferable credits is 10 cr for reserve officers' school and 5 cr for reserve non-commissioned officers' school. In addition, the fields of study may consider transferring more credits (0—5 cr) if the branch and the officers' training therein complements the degree education particularly well. These transfers of credits apply to Bachelor's degree programmes.

A transfer of credits for studies completed abroad must be based on RAMK's degree regulations as well as the regulations concerning student exchanges and the international principles of recognising degrees.

Studies or practical training may be substituted with work experience that is in accordance with the objectives of the degree programme and itemised on a testimonial. Credits transferred on the basis of work experience are not graded. Completion of studies by means of a demonstrative test is preferable to substituting theoretical studies with work experience.

A completely substituted study unit is marked in the record of credits. The grade of the substitutive credits may be included in the assessment of the study unit.

Transfer of credits is affected by the date and assessment of the prior studies. Special attention is paid to the date of studies and work experience in rapidly advancing fields. Substitution of a thesis project with a thesis project from another university of applied sciences degree programme requires special justification.

Credits for studies that meet RAMK's level and quality requirements are transferable only once.

# Polytechnics Act 9.5.2003/351

## Chapter 1 General regulations

### § 1

#### *Scope of application of the act*

This act shall apply to polytechnics belonging to the sector of the Ministry of Education.

### § 2

#### *Position of polytechnics in the Finnish education system*

Polytechnics are part of the system of higher education institutions. Polytechnics and universities together constitute the higher education sector.

### § 3

#### *Self-administration and members of a polytechnic*

In its internal affairs, a polytechnic has self-administration.

The full-time lecturers, full-time non-teaching staff and full-time students belong to a polytechnic are its members. Who is a full-time lecturer, a member of the staff or a student is specified by a Government Decree.

### § 4

#### *Tasks of polytechnics*

The task of polytechnics is to provide higher education based on demands of working life and its development, as well as on research, academic and educational principles for professional specialist tasks; to support an individual's professional growth; and to conduct research and development work and academic work that serves polytechnic education, supports working life and regional development and takes into consideration the regional economic structure. In performing these tasks polytechnics should promote lifelong learning

Polytechnics provide and develop adult education to maintain and strengthen expertise in working life. A polytechnic may provide vocational teacher education in accordance with separate regulations.

### § 5

#### *Co-operation with the operating environment*

When performing its tasks, a polytechnic has to co-operate with business and other working life especially in its own region, with Finnish and foreign institutions of higher education as well as with other schools.

## Chapter 2 Maintaining a polytechnic

### § 6

#### *Licence of a polytechnic*

A licence of a polytechnic can be conceded by the Government to a municipality, a federation of municipalities, a registered Finnish community or a foundation. The prerequisite for conceding a licence is that the polytechnic meets the need for education and fulfils the quality and other requirements to be made on a polytechnic.

A licence holder has the right to maintain a polytechnic that provides polytechnic education in accordance with the educational task specified in the licence. The licence may also determine development and other task-directed duties to a polytechnic.

After hearing a license holder, the Government has the possibility to cancel the licence totally or partially, if essential changes of needs for education or other reasons related to maintaining a polytechnic require it, or if the operation of the polytechnic does not satisfy the requirements or duties referred to in subsections 1 and 2.

### § 7

#### *Educational task*

In accordance with a specified Government Decree, the educational task of a polytechnic determines the polytechnic's area of operation, its language of instruction and locations.

Permission for amending a polytechnic's educational tasks related to its locations is given by the Ministry of Education.



## Chapter 3 Steering and assessment of operation

### § 8 *Setting of aims*

With its specified decree, the Government accepts a development plan of education and research that includes the general development aims of the polytechnics for a fixed number of years at a time. The Ministry of Education and the maintainer of a polytechnic together with the polytechnic agree upon the most essential aims from the viewpoint of national higher education policy to be set for the operation of the polytechnic and their follow-up, as well as the essential national development projects. If polytechnic-specific quantitative aims cannot be otherwise nationally or regionally reconciled, the Ministry of Education may decide upon the number of students starting their polytechnic studies as a total intake and if needed, totally or partially by degrees.

### § 9 *Quality assessment*

The task of a polytechnic is to answer for the quality level and continuous development of provided education and other operation. The polytechnic shall evaluate the provided education and other operation and their impact. The polytechnic shall also take part in external assessment of its operation and quality assurance system and publish the results of assessment it has arranged.

The Finnish Higher Education Evaluation Council, which is governed by a Government Decree, acts in connection with the Ministry of Education.

## Chapter 4 Administration of a polytechnic

### § 10 *Internal administrative bodies*

Internal administration of a polytechnic is directed by a board and a president.

### § 11 *Board*

The President is the chairman of the board. The board also includes representatives of other management of the polytechnic, full-time lecturers, full-time non-teaching staff, full-time students, industry and other working life.

The number of members from each group referred to in subsection 1 shall not exceed one half of the total number of board members. However, the number of members representing industry and other working life shall not exceed one third of the total number of board members. The board members may have alternate members.

The maintainer of the polytechnic decides on the total number of board members and the members belonging to each group referred to in subsection 1. The polytechnic regulations specify the selection of the members.

The board is appointed by the maintainer of the polytechnic.

### § 12 *Tasks of the board*

The task of the board is to develop the operation of the polytechnic.

In addition, the board's task is to:

- 1) make a proposal for the policy and financial plan as well as the budget of the polytechnic;
- 2) decide on the criteria of dispensation of the appropriations granted to the polytechnic;
- 3) make a proposal for an amendment of the educational task of the polytechnic to the maintainer of the polytechnic;
- 4) appoint the other multi-member administrative bodies;
- 5) approve of the degree regulations of the polytechnic;
- 6) approve of the regulations of the polytechnic concerning internal administration; and
- 7) deal with and solve the other matters prescribed or assigned to it, or belonging to it because of the nature of the matter.

### § 13

#### *President, vice-president and other management*

The President directs the operation of the polytechnic and deals with and solves matters

concerning the internal administration of the polytechnic, unless an act, a Government or Ministry of Education Decree or the regulations of the polytechnic otherwise stipulate or prescribe.

The President is appointed or selected by the maintainer of the polytechnic.

The President's required qualifications are stipulated by a Government Decree.

A polytechnic may have one or more vice-presidents in accordance with the decisions of the maintainer of the polytechnic. Vice-presidents and other management are appointed or selected by the maintainer of the polytechnic.

#### § 13a (10.6.2005/413)

##### *Regulations of a polytechnic*

The regulations of a polytechnic prescribe the authority, tasks and term of the polytechnic administrative bodies, presentation, treatment and solving of matters in administrative bodies as well as other administration of the polytechnic.

#### § 14

##### *Tasks of the maintainer*

In addition to what this act otherwise prescribes, the tasks of the maintainer of a polytechnic are to:

- 1) decide upon the strategic development of the polytechnic;
- 2) decide upon the policy, financial plan and budget of the polytechnic;
- 3) make a proposal to the Government for amending the educational task of the polytechnic and
- 4) appoint a polytechnic delegation, if needed.

## Chapter 5

### Instruction and degrees

#### § 15

##### *Language of instruction*

The language of instruction of a polytechnic is Finnish or Swedish. The languages of instruction of a bilingual polytechnic are Finnish and Swedish. If needed, a language other than the language of instruction of the polytechnic may be used in teaching and examinations according to the decisions of the polytechnic.

#### § 16

##### *Freedom of instruction and research to be implemented in a polytechnic*

When performing its tasks referred to in § 4, a polytechnic has the freedom of instruction and research. However, instruction has to follow the regulations and orders given on implementation of education and instruction.

Polytechnic instruction is public. For justified reasons, access to attending instruction classes may be restricted.

#### § 17

##### *Instruction to be given in a polytechnic*

Within the limits of the educational task specified for it, a polytechnic offers instruction leading to a higher education degree, professional specialisation studies and other adult education as well as open polytechnic education. Part of degree-directed instruction may be implemented at workplaces.

A polytechnic may arrange education that is intended to give students language skills and other skills necessary for polytechnic studies to immigrants free of charge. If necessary, the scope of the education is prescribed by Government Decree.

#### § 18 (10.6.2005/411)

##### *Degrees and their criteria*

Bachelor's degrees and Master's degrees can be taken from a polytechnic. Bachelor's degrees and Master's degrees are higher education degrees. The position of the degrees in the higher education degree system is prescribed by a Government Decree.

The degrees taken from a polytechnic, the degree programme objectives, the structure of studies as well as other principles of studies are prescribed by a Government Decree and by the degree regulations of the polytechnic which are based on said Government Decree.

The name of the field of study in question, the title of the degree and, if needed, the abbreviation "AMK" for a polytechnic degree and "ylempi AMK" for a higher polytechnic degree are added to a degree taken from a polytechnic. The degrees are specified by a Government Decree.

## § 19

*Degree programmes and curricula*

Studies leading to a polytechnic degree are implemented as degree programmes according to what a Government Decree stipulates, and based on it, what the degree regulations of a polytechnic prescribe (10.6.2005/411). The extent of degree programmes leading to polytechnic degrees and their curricula have to be at least three and at most four academic years of full-time studies. For a special reason, the extent of a degree may be more than four years. The extent of degree programmes leading to higher polytechnic degrees and their curricula have to be at least one and at most one and a half academic years of full-time studies (10.6.2005/411).

The Ministry of Education decides on the degree programmes upon a polytechnic's suggestion according to what a Government Decree specifies. A polytechnic decides on the curricula of the degree programmes according to what the degree regulations of the polytechnic stipulate.

For development of education, there can be an advisory council in a polytechnic.

## Chapter 6 Students

## § 20 (10.6.2005/411)

*Eligibility for polytechnic studies*

Studies leading to a polytechnic degree can be started by a person who has completed

- 1) a general upper secondary school syllabus or a matriculation examination;
- 2) a vocational upper secondary qualification or equivalent earlier studies according to what is specified by a Ministry of Education Decree;
- 3) a vocational upper secondary qualification in accordance with the Vocational Adult Education Act (631/1998), a post-secondary vocational qualification or equivalent earlier qualification according to what is specified by a Ministry of Education Decree, or
- 4) foreign studies that qualify for higher education studies in the country in question.

A person other than one referred to in item 1 can also be accepted as a student to a degree programme leading to a polytechnic degree, if the polytechnic considers him/her to have sufficient knowledge and skills for studies.

A person who has taken an applicable Bachelor's degree or some other applicable higher education degree and who has at least three years' working experience in the field in question after taking said degree may be accepted as a student to a degree programme leading to a Master's degree. The required work experience must be acquired by the beginning of the semester when studies begin. Instead of work experience, artistic activity of a corresponding length may be required in the fields of Crafts and Design, Communication and Visual Arts, Theatre and Dance, and Music. A person with a college-level or vocational upper secondary degree who has later taken an applicable higher education degree may be allowed to compensate the required work experience with work experience acquired before taking said higher education degree.

## § 21

*Number of students*

Unless otherwise derived from § 8 subsection 3, a polytechnic may decide on its annual student intake.

## § 22

*Student selection*

A polytechnic decides on the student selection criteria and implementation of an entrance examination. Equal selection criteria shall be applied to all applicants. In the selection, applicants may be divided into separate groups on the basis of their different educational backgrounds. In such a case equal selection criteria shall be applied to all applicants in a group.

The student selection of the polytechnics is implemented as joint application by using an applicant register as specified in the Applicant and Matriculation Examination Registers Act (1058/1998), unless a Government Decree otherwise stipulates.

A Government Decree specifies joint application and student selection.

A polytechnic takes students according to what a Government Decree prescribes, if needed. A student can accept only one study place leading to a higher education degree within the joint application system of universities and polytechnics during one semester. A semester refers to the autumn or spring semester. The autumn semester begins August 1 and ends December 31 and the spring semester begins January 1 and ends July 31. A selected student must notify the polytechnic of acceptance of the student place before the deadline specified in the polytechnic's notice of selection. If the student does not notify the polytechnic before the deadline, he/she loses the student place. A person who is selected to more than one degree programme in a university or polytechnic must notify only the institution where he/she accepts a student place.

An applicant who is not satisfied with the results of the student selection may appeal in writing to the polytechnic board within 14 days after receiving the results of the student selection. The result of selection may not be changed for the detriment of the student as a result of the appeal. The procedure is specified by a Government Decree.

### § 23

#### *Registration as a student*

One who has been selected as a student and who has affirmed that he/she accepts the study place has to enrol at the polytechnic in the manner specified by the polytechnic, after which he/she is registered as a student. Every academic year the student has to register as attending or non-attending in the manner specified by the polytechnic. A student may, for a valid reason, change his/her attending or non-attending status during the academic year.

### § 24

#### *Right to study*

A student has the right to complete studies leading to a polytechnic or higher polytechnic degree in accordance with the degree

programme in question, its curricula and criteria specified in the regulations of the polytechnic. (10.6.2005/411)

A full-time student has to complete the studies referred to in subsection 1 in the course of the time which is one year longer than their extent at the latest. On the basis of his/her registration for non-attendance, a student may be absent for two academic years in all. This time is not included in the maximum duration of studies. The criteria of the maximum duration of another student's studies referred to in subsection 1 are specified in the degree regulations of the polytechnic.

### § 25

#### *Loss of the right to study*

A student who has not registered in the manner specified in § 23 loses his/her right to study. If the student wants to start his/her studies later, he/she has to apply for a new right to study from the polytechnic.

A student who has not completed his/her studies in the course of the time prescribed in § 24 (2) loses his/her right to study, unless the polytechnic for a special reason grants him/her additional time for completing his/her studies.

A student may appeal in writing to the polytechnic board for rectification of the decision on the loss of the right to study within 14 days after he/she has been informed on it.

### § 26

#### *Tuition-free instruction*

Instruction leading to a Bachelor's or Master's degree and entrance examinations are free of charge for students. (10.6.2005/411)

Applicants to education provided in a language other than Finnish or Swedish may be required to take an international chargeable examination. A polytechnic may charge for operation other than that specified in subsection 1. The criteria of the fees are prescribed by a Government Decree and what is prescribed by the Act on Criteria for Charges Payable to the State (150/1992) on charges pertaining to public law is applied to it.

If a fee referred to in this act which is to be collected from a student has not been paid by its due date, an annual penalty interest is charged from the due date in accordance with what is prescribed by the Interest Act (633/1982). The fee can be distrained without a judgement or decision as is prescribed by the Act on Payments by Distraint (706/2007).

§ 26a (28.12.2007/1505)  
*Commissioned education*

§ 26 subsection 1 does not prevent a polytechnic from arranging a student group instruction leading to a polytechnic degree so that education is commissioned and paid by the State of Finland, a foreign state, an international organization or a Finnish or foreign general government, foundation or private community (commissioned education).

Commissioned education may be arranged for citizens of other states than the states of the European Economic Area and for those who are equated with EU citizens in accordance with European Community legislation or an agreement made with another party by the European Community or its member states. § 20, § 22 (4), § 27, § 28 and § 42 of this act are applied to students participating in commissioned education.

Instruction to be implemented as commissioned education has to be connected with the sector determined in the licence of the polytechnic and a degree programme affirmed for the polytechnic. Commissioned education shall not impair basic or further education provided by a polytechnic. For arranging commissioned education, a polytechnic has to collect a fee which at least covers the costs caused by it.

§ 26 b

§ 26 does not prevent a polytechnic from charging a fee from a person accepted to a polytechnic's ratified foreign language degree programme leading to a Master's degree. The condition for charging a fee is that the polytechnic has a student aid system which may be used, if necessary, to alleviate the expenses of students attending a chargeable degree programme.

However, a fee may not be charged from a citizen of a state belonging to the European economic area nor from a person who is considered equivalent to a citizen of the European Union on the basis of legislation of the European community or on the basis of an agreement made with the European community or its members states. A fee may not be charged from a person with the right to permanent residence in Finland in accordance with the Foreigners Act.

§ 26 b supplemented with Act 564/2009 is temporarily effective from 1.1.2010 to 31.12.2014.

§ 27  
*Assessment of study performance and rectification procedure*

A student has the right to be informed about the assessment criteria applied to his/her study performance. The procedure is prescribed by a Government Decree.

If a student is not satisfied with the assessment of his/her study performance or with a decision on the transfer of credits for studies completed elsewhere, he/she may make an oral or written appeal to the teacher who conducted the assessment or made the decision on the credit transfer. An appeal has to be made within 14 days after the date when the student had a chance to be personally informed on the assessment results and application of the assessment criteria.

A student who is not satisfied with a decision referred to in subsection 2, may apply in writing to the Board of Examiners for a rectification within 14 days after the receipt of the decision.

The tasks and composition of the Board of Examiners are specified by a Government Decree.

§ 28  
*Disciplining a student*

A student who has in a polytechnic become guilty of fraud or otherwise broken the order of the polytechnic may be disciplined depending on the severity of the offence with a warning or by expelling him/her temporarily, at most for one year. Before the matter is solved, the student shall be given a chance to be heard.

A warning to be given to a student is decided upon by the President, and the decision on his/her temporary expulsion is made by the Polytechnic Board.

## Chapter 7 Lecturers and non-teaching staff

### § 29

#### *Lecturers and non-teaching staff*

A polytechnic has tenured posts for principal lecturers and senior lecturers.

A polytechnic may also use non-tenured lecturers and visiting lecturers.

The polytechnic appoints or selects the staff of the polytechnic with the exception of the president, vice-president and other directors.

### § 30

#### *Required qualifications and tasks of lecturers*

Required qualifications and tasks of lecturers of a polytechnic are prescribed, if necessary, by a Government Decree.

### § 31

#### *Status of the staff of a municipal and private polytechnic*

Unless otherwise prescribed by this act, the Local Government Act (365/1995) and the Act on Civil Servants in Local Government (304/2003) shall apply to the posts at a municipal polytechnic and the holders of the posts.

Unless otherwise prescribed by this act, the Employment Contracts Act (55/2001) shall apply to the employees of a private polytechnic.

A decision made by a polytechnic concerning the filling or termination of a post may be appealed in accordance with the Local Government Act. A decision made by a polytechnic concerning the making or termination of an employment contract shall comply with the Employment Contracts Act.

## Chapter 8 Finance

### § 32

#### *Basic financing*

The maintainer of a polytechnic is granted basic financing on the basis of the polytechnic's number of students and the determined unit price per student in accordance with what the Act on the Financing of the Provision of Education and Culture (635/1998) prescribes. Subsection 2 was repealed on 22.12.2005/1074.

### § 33

#### *Project and performance financing and financing of joint expenses of the polytechnics*

The maintainer of a polytechnic may be granted project funding by the Ministry of Education for developing and supporting the operations of the polytechnic within the limits of the appropriation in the State budget.

On the basis of the successful performance of a polytechnic, the maintainer of the polytechnic may be granted performance finance by the Ministry of Education within the limits of the appropriation in the State budget.

The Ministry of Education may within the limits of the appropriation in the State budget finance joint activities and projects of all the polytechnics which support their operation.

### § 34 (22.12.2005/1074)

§ 34 was repealed on 22.12.2005/1074.

### § 35

#### *Municipal finance in the expenses of the polytechnics*

Municipalities take their shares in expenses which determine the financing in § 32 of the Polytechnics Act according to what the Act on the Financing of the Provision of Education and Culture prescribes.

### § 36

#### *Other financing*

The maintainer of a polytechnic may receive financial support and donations for the operation and development of the polytechnic.

## § 37

*Application of the Act on Discretionary Government Transfers regulations*

The Act on Discretionary Government Transfers (688/2001) is applied to government grants in accordance with this act. The Act on Discretionary Government Transfers is not, however, applied to performance financing referred to in § 33 (2).

## Chapter 9 Miscellaneous regulations

## § 38

*Co-operation between polytechnics*

The polytechnics may agree upon joint education and research units to reconcile the operation of the polytechnics located in the same region or to promote joint projects, research and development work or other co-operation.

## § 39

*Use of the name and title of a polytechnic*

A polytechnic referred to in this act is only allowed to use the name of a polytechnic. The title of a polytechnic and higher polytechnic degree shall only be used of the degrees completed in a polytechnic (10.6.2005/411).

## § 40

*Right of access*

When performing its tasks, a polytechnic has the right to get from a state and municipal authority statistical and other corresponding data which are important from the viewpoint of planning and arranging of education.

On request, a polytechnic has to submit the determined data required by the assessment, development, statistics and follow-up of education to the Ministry of Education.

## § 41 (10.6.2005/413)

*Administrative procedure and transparency*

When performing a public administrative task in a polytechnic or a student association of a polytechnic, the Administrative Procedure Act (434/2003) shall apply. The impartiality clauses of the Administrative Procedure Act shall be

applied in all polytechnic operation. However, § 28, subsection 1, clauses 5 and 6 of the Administrative Procedure Act shall not apply to the community of a polytechnic except in a case where the interests of the polytechnic and its community conflict with each other or when fair treatment of the matter so requires.

The transparency of the operation of a polytechnic and its maintainer and a student association of a polytechnic in accordance with this act shall comply with what is prescribed in the Act on the Openness of Government Activities (621/1999) concerning the transparency of an official's actions as specified in § 4, subsection 1 of said act.

## § 42

*Appeal*

A decision made by a polytechnic in an administrative matter may be appealed by appealing to the Administrative Court in the judicial district in which the principal office of the polytechnic is located, and otherwise as is prescribed by the Administrative Judicial Procedure Act (586/1996).

A decision which may be petitioned for rectification according to § 22, § 25 or § 27, may not be appealed. A decision given in a rectification procedure may be appealed to the Administrative Court referred to in subsection 1. However, a decision given in a rectification procedure concerning assessment of study performance or a transfer of credits for studies completed elsewhere or competence acquired otherwise may not be appealed.

A decision of a polytechnic related to the regulations, degree regulations or a degree programme, the curriculum or another ruling concerning the arrangement of instruction may not be appealed.

An Administrative Court decision on student selection referred to in § 22, loss of the right to study referred to in § 25 or disciplining a student referred to in § 28 may not be appealed.

A decision on a student's temporary expulsion may be executed in spite of an appeal made against it, unless the polytechnic or the Administrative Court otherwise determines.

§ 42a (10.6.2005/413)  
*Student union*

A polytechnic has a student union to which all full-time students of the polytechnic may belong. The student union may also accept other students of the polytechnic as its members.

The task of the student union is to choose the representatives of students to the board of the polytechnic and other multi-member bodies referred to in § 12, subsection 2, item 4, as well as to take part in other operation of the polytechnic.

The task of the student union is to do its part in preparing students to be active, enlightened and critical citizens. The task of the student union is also to act as a link between its members and to promote their societal, social and mental endeavours as well as their efforts related to studies and a student's position in society.

The costs of implementing the tasks of the student union are paid with income to be acquired from the property and activities of the student union as well as with membership fees, which the student union is justified to collect from its members.

The student union of a polytechnic has self-administration. For administration, it has a representative body and a board. The administration of the student union is specified by its regulations which are confirmed by the President.

A decision made by a student union on the basis of subsection 2 may be appealed as prescribed in § 42 of the Polytechnics Act concerning an appeal of a decision made by a polytechnic.

Unless otherwise derived from this act, the Associations Act (503/1989) shall apply to the operation of a student union.

§ 43  
*Relationship to other legislation*

Handling of matters belonging to the authority of the maintainer of a polytechnic observes what is prescribed by the Local Government Act, the Limited Liability Companies Act (734/1978) or the Foundations Act.

§ 43 b  
*Integration of higher education instruction given in Swedish*

Regulations concerning an advisory board for the Integration and development of higher education instruction given in Swedish are specified in the University Act (558/2009) § 92.

§ 44  
*Detailed regulations*

Regulations on the execution of this act are specified by a Government Decree.

*Preparation plans*

Polytechnics shall ensure that their tasks are performed without interruption to as great an extent as possible also in unusual conditions and during disturbances or emergency situations by means of preparation plans, advance preparation for operation in unusual situations and other measures. Upon request said preparation plans and situation reports on disturbances and emergency situations shall be submitted to the Ministry of Education.

Preparation is supervised by the Ministry of Education. If deficiencies in preparation are noticed, the Ministry of Education may give instructions for correcting said deficiencies.

Chapter 10  
Effectiveness and transition regulations

§ 45  
*Effectiveness*

This act becomes effective on August 1, 2003.

This act repeals:

- 1) the Act on Polytechnic Studies (3.3.1995; 255/1995) with its later revisions, and
- 2) the Act on Arrangements Required by Execution of the Act on Certain Polytechnic Studies (3.3.1995; 258/1995) except § 6.

The board of a polytechnic selected in accordance with the earlier regulations continues its task until the end of its term.

When a board referred to in 11 § is appointed and selected for the first time, the members representing the full-time lecturers, full-time



non-teaching staff and full-time students referred to in § 11 (1) are selected in the meetings of different groups called together by the President of the polytechnic.

Before the act becomes effective, the measures required by its execution may be started. HE 206/2002, SiVM 19/2002, EV 306/2002 Effectiveness and application of the amendment regulations:

*10.6.2005/411:*

This act becomes effective on August 1, 2005. Education leading to a higher polytechnic degree can be started by a Ministry of Education decision after the act has become effective in the fields and polytechnics which have taken part in experiments referred to by the Act on Pilot Programme on Postgraduate Studies in Polytechnic Institutions (645/2001).

At the discretion of a polytechnic, a student who has completed college-level or higher vocational level studies, has later completed an applicable polytechnic degree and has at least three years of relevant work experience, of which at least one year after the polytechnic degree, may be considered to have acquired the work experience referred to in § 20 (3) HE 14/2005, SiVM 3/2005, EV 59/2005

*10.6.2005/413:*

This act becomes effective on August 1, 2005. Until a representative body and board referred to in § 42a (5) have been selected, however not later than until December 31, 2006, a student union is administered by bodies selected to administer a student association.

Until its rules have been confirmed, the student union follows the applicable rules of a student association.

Before the act becomes effective, the measures required by its execution may be started. HE 24/2004, SiVM 2/2005, EV 51/2005

*22.12.2005/1074:*

This act becomes effective on January 1, 2006. HE 88/2005, HaVM 24/2005, EV 191/2005

*28.12.2007/1505:*

This act becomes effective on January 1, 2008. HE 97/2007, SiVM 12/2007, EV 139/2007

This act becomes effective on January 1, 2010. § 26 b of this act is effective until December 31, 2014.

Without preventing what is prescribed in § 22, subsection 3, when this act becomes effective, the regulations concerning a student's right to accept a student place which were in effect shall be applied until July 31, 2010. HE 26/20079, SiVM 6/2009, EV 102/2009

## Polytechnics Decree 15.5.2003/352

### Chapter 1

#### Operation of a university of applied sciences

##### § 1

##### *Educational mission*

The field of operation of a university of applied sciences shall be specified in its educational mission using the following fields of study:

- 1) humanities and education;
- 2) culture;
- 3) social sciences, business economics and administration;
- 4) natural sciences;
- 5) technology and communications;
- 6) natural resources and the environment;
- 7) social services, health care and sports studies; and
- 8) tourism and hospitality management.

Moment 2 is annulled by statute

10.12.2009/1045.

The location specified in the educational mission of a university of applied sciences shall apply to education arranged as youth education leading to a Bachelor's degree and education leading to a Master's degree. (9.11.2006/981)

### Chapter 2

#### Administration of a university of applied sciences

##### § 2 (10.12.2009/1045)

##### *Members of a university of applied sciences*

In specifying the members of a university of applied sciences, a person assigned to execute more than half of the tasks belonging to a post or position shall be regarded as a full-time teacher or other full-time staff member.

### Chapter 3

#### Polytechnic degrees and their criteria (16.6.2005/423)

##### § 3

##### *The degrees to be completed in a polytechnic (16.6.2005/423)*

The degrees to be completed in a polytechnic are the polytechnic degrees and higher

polytechnic degrees. The polytechnic degrees are basic polytechnic degrees. (16.6.2005/423)

The polytechnic degrees in the different fields of study are:

- 1) in Humanities and Education: a Bachelor of Humanities degree; depending on the degree programme in question, the title in international use is viittomakielentulkki (AMK), Bachelor of Humanities or yhteisöpedagogi (AMK), Bachelor of Humanities;
- 2) in Culture: a Bachelor of Culture and Arts degree; depending on the degree programme in question, the title in international use is artemoni (AMK), Bachelor of Culture and Arts; kulttuurituottaja (AMK), Bachelor of Culture and Arts; kuvataiteilija (AMK), Bachelor of Culture and Arts; konservaattori (AMK), Bachelor of Culture and Arts; medianomi (AMK), Bachelor of Culture and Arts; muotoilija (AMK), Bachelor of Culture and Arts; musiikkipedagogi (AMK), Bachelor of Culture and Arts; muusikko (AMK), Bachelor of Culture and Arts; tanssinopettaja (AMK), Bachelor of Culture and Arts; teatteri-ilmaisu ohjaaja (AMK), Bachelor of Culture and Arts or vestonomi (AMK), Bachelor of Culture and Arts; and a Bachelor of Business Administration degree with a title of tradenomi, Bachelor of Business Administration in accordance with the degree programme in question;
- 3) in Social Sciences, Business and Administration: a Bachelor of Business Administration degree with a title of tradenomi, Bachelor of Business Administration in accordance with the degree programme in question;
- 4) in Natural Sciences: a Bachelor of Business Administration degree with a title of tradenomi, Bachelor of Business Administration in accordance with the degree programme in question;
- 5) in Technology and Communications: a Bachelor of Engineering degree; depending on the degree programme in question, the title in international use is insinööri (AMK), Bachelor of Engineering; rakennusmestari (AMK), Bachelor of Construction Management or laboratorioanalytikko (AMK), Bachelor of Laboratory Services; and a Bachelor of Marine Technology degree with a title of merikapteeni (AMK), Bachelor of Marine Technology in

accordance with the degree programme in question; (9.11.2006/981)

6) in Natural Resources and the Environment: a Bachelor of Natural Resources degree; depending on the degree programme in question, the title in international use is agrologi (AMK), Bachelor of Natural Resources; hortonomi (AMK), Bachelor of Natural Resources; iktonomi (AMK), Bachelor of Natural Resources; metsätalousinsinööri (AMK), Bachelor of Natural Resources or ympäristösuunnittelija (AMK), Bachelor of Natural Resources;

7) in Social Services, Health and Sports: a Bachelor of Health Care degree; depending on the degree programme in question, the title in international use is apuvälineteknikko (AMK), Bachelor of Health Care; bioanalytikko (AMK), Bachelor of Health Care; ensihoitaja (AMK), Bachelor of Health Care; fysioterapeutti (AMK), Bachelor of Health Care; geronomi (AMK), Bachelor of Social Services and Health Care; hammasteknikko (AMK), Bachelor of Health Care; jalkaterapeutti (AMK), Bachelor of Health Care; kuntoutuksen ohjaaja (AMK), Bachelor of Social Services and Health Care; kättilö (AMK), Bachelor of Health Care; naprapaatti (AMK), Bachelor of Health Care; optometrismi (AMK), Bachelor of Health Care; osteopaatti (AMK), Bachelor of Health Care; röntgenhoitaja (AMK), Bachelor of Health Care, Radiographer; sairaanhoitaja (AMK), Bachelor of Health Care; sosionomi (AMK), Bachelor of Social Services; suuhygienisti (AMK), Bachelor of Health Care; terveydenhoitaja (AMK), Bachelor of Health Care or toimintaterapeutti (AMK), Bachelor of Health Care; a Bachelor of Beauty and Cosmetics degree with a title of estenomi (AMK), Bachelor of Beauty and Cosmetics in accordance with the degree programme in question; and a Bachelor of Sports Studies degree with a title of liikunnanohjaaja (AMK), Bachelor of Sports Studies; and

8) in Tourism, Catering and Institutional Management: a Bachelor of Hospitality Management degree with a title of restonomi (AMK), Bachelor of Hospitality management in accordance with the degree programme in

question. (16.6.2005/423) The higher polytechnic degrees in the different fields of study are:

1) in Humanities and Education: a Master of Humanities degree; depending on the degree programme in question, the title in international use is viittomakielientulkki (ylempi AMK), Master of Humanities or yhteisöpedagogi (ylempi AMK), Master of Humanities;

2) in Culture: a Master of Culture and Arts degree; depending on the degree programme in question, the title in international use is artonomi (ylempi AMK), Master of Culture and Arts; kulttuurituottaja (ylempi AMK), Master of Culture and Arts; kuvataiteilija (ylempi AMK), Master of Culture and Arts; konservaattori (ylempi AMK), Master of Culture and Arts; medianomi (ylempi AMK), Master of Culture and Arts; muotoilija (ylempi AMK), Master of Culture and Arts; musiikkipedagogi (ylempi AMK), Master of Culture and Arts; muusikko (ylempi AMK), Master of Culture and Arts; tanssinopettaja (ylempi AMK), Master of Culture and Arts; teatteri-ilmaisun ohjaaja (ylempi AMK); Master of Culture and Arts or vestonomi (ylempi AMK), Master of Culture and Arts; and a Master of Business Administration degree with a title of tradenomi (ylempi AMK), Master of Business Administration in accordance with the degree programme in question;

3) in Social Sciences, Business and Administration: a Master of Business Administration degree with a title of tradenomi (ylempi AMK), Master of Business Administration in accordance with the degree programme in question;

4) in Natural Sciences: a Master of Business Administration degree with a title of tradenomi (ylempi AMK), Master of Business Administration in accordance with the degree programme in question;

5) in Technology and Communications: a Master of Engineering degree; depending on the degree programme in question, the title in international use is insinööri (ylempi AMK), Master of Engineering or laboratorioanalyttikko (ylempi AMK), Master of Laboratory Services; and a Master of Marine Technology degree with

a title of merikapteeni (ylempi AMK), Master of Marine Technology in accordance with the degree programme in question;

6) in Natural Resources and the Environment: a Master of Natural Resources degree; depending on the degree programme in question, the title in international use is *agrobiologi* (ylempi AMK), Master of Natural Resources; *hortonomi* (ylempi AMK), Master of Natural Resources; *ikkyonomi* (ylempi AMK), Master of Natural Resources; *metsätalousinsinööri* (ylempi AMK), Master of Natural Resources or *ympäristösuunnittelija* (ylempi AMK), Master of Natural Resources; 7) in Social Services, Health and Sports: a Master of Health Care degree; depending on the degree programme in question, the title in international use is *apuvälineteknikko* (ylempi AMK), Master of Health Care; *bioanalytikko* (ylempi AMK), Master of Health Care; *ensihoitaja* (ylempi AMK), Master of Health Care; *fysioterapeutti* (ylempi AMK), Master of Health Care; *geronomi* (ylempi AMK), Master of Social Services and Health Care; *hammasteknikko* (ylempi AMK), Master of Health Care; *jalkaterapeutti* (ylempi AMK), Master of Health Care; *kuntoutuksen ohjaaja* (ylempi AMK), Master of Social Services and Health Care; *kättilö* (ylempi AMK), Master of Health Care; *naprapaatti* (ylempi AMK), Master of Health Care; *optometristi* (ylempi AMK), Master of Health Care; *osteopaatti* (ylempi AMK), Master of Health Care; *röntgenhoitaja* (ylempi AMK), Master of Health Care; *sairaanhoitaja* (ylempi AMK), Master of Health Care; *sosionomi* (ylempi AMK), Master of Social Services; *suuhygienisti* (ylempi AMK), Master of Health Care; *terveydenhoitaja* (ylempi AMK), Master of Health Care or *toimintaterapeutti* (ylempi AMK), Master of Health Care; a Master of Beauty and Cosmetics degree with a title of *estonomi* (ylempi AMK), Master of Beauty and Cosmetics in accordance with the degree programme in question; and a Master of Sports Studies degree with a title of *liikunnanohjaaja* (ylempi AMK), Master of Sports Studies; and 8) in Tourism, Catering and Institutional Management: a Master of Hospitality Management degree with a title of *restonomi*

(ylempi AMK), Master of Hospitality management in accordance with the degree programme in question. (16.6.2005/423) There are separate regulations on the position of the polytechnic degrees in the system of university degrees.

#### 4 §

##### *Structure of studies*

Studies leading to a polytechnic degree consist of:

- 1) basic and professional studies,
- 2) free-choice study units,
- 3) practical training promoting professional skills and
- 4) thesis.

Studies leading to a higher polytechnic degree consist of:

- 1) advanced professional studies
- 2) free-choice study units and
- 3) thesis.

(16.6.2005/423)

#### 5 § (16.6.2004/497)

##### *Extent of studies*

The criterion for measuring studies is a credit.

Study units are measured as credits in accordance with the workload required by them. 1600 hours per year needed for completion of studies of one academic year correspond to 60 credits.

The extent of studies leading to a polytechnic degree is 180, 210 or 240 credits.

For a special reason, the Ministry of Education may confirm the extent of studies to be more than 240 credits.

The extent of studies leading to a higher polytechnic degree is 60 or 90 credits.

(16.6.2005/423)

#### § 6

##### *Degree programmes*

Studies leading to degrees are implemented as degree programmes. The degree programmes are study modules designed and implemented by a polytechnic, which direct to a task requiring professional expertise of working life and its development. Different lines may be included in a degree programme. (16.6.2005/423)

The Ministry of Education decides on degree programmes so that the name and if needed,

the lines of a degree programme, field of study, degree and title, extent of the degree programme and extent of practical training are evident from the decision. A decision on study programmes may also be made for a fixed time. (16.6.2004/497)

### § 7

#### *Aims of studies leading a polytechnic degree (16.6.2005/423)*

The overall aim of studies leading to a polytechnic degree is to provide a student with:

- 1) comprehensive practical basic knowledge and skills as well as their theoretical basics for performing expert tasks of the relevant field;
- 2) prerequisites for following and promoting the development of the relevant field;
- 3) readiness for continuous education;
- 4) sufficient communication and language skills; and
- 5) readiness for international operation in the relevant field.

The aim of the basic studies is to give a student a comprehensive overall picture of the position and significance of the relevant field in society and working life as well as internationally, to familiarize the student with the general theoretical basics and communications of the relevant task as well as to provide him/her with language proficiency referred to in 8 §.

The aim of professional studies is to familiarise a student with the most essential problem areas and applications of the relevant professional task as well as their scientific or artistic basics so that after completing his/her studies, the student is able to work independently on expert tasks of the field and as an entrepreneur as well as to participate in development of a working community.

The aim of practical training is to familiarise a student under guidance with the most essential practical work assignments as well as with application of knowledge and skills to working life.

Compilation of a thesis aims at developing and showing a student's readiness to apply his/her knowledge and skills to a practical expert task related to professional studies.

### § 7a (16.6.2005/423)

#### *Aims of studies leading a higher polytechnic degree*

The overall aim of studies leading to a higher polytechnic degree is to provide a student with:

- 1) comprehensive and deep-going knowledge required by development of working life in the relevant field, as well as necessary theoretical knowledge for working on demanding expert and management tasks in the relevant field;
- 2) a deep-going picture of the relevant field, its position in working life and significance in society as well as readiness to follow and specify research-based knowledge and professional practices in the relevant field;
- 3) readiness for life-long learning and continuous development of one's own professional skills;
- 4) good communication and language skills required by working life;
- 5) readiness required by international interaction and professional activities. The aim of advanced professional studies is to give a student a chance to deepen his/her knowledge on how to put a theory into practice, his/her analytical skills, skills of participating in project management and research and development as well as social skills.

Compilation of a thesis aims at developing and showing a student's ability to apply research-based knowledge and to use selected methods for specifying and solving problems of working life as well as readiness for independent demanding expert work.

### § 8

#### *Language proficiency*

In studies included in his/her polytechnic degree or otherwise, a student has to prove he/she has acquired:

- 1) such skills in Finnish and Swedish as are according to the Act on the Knowledge of Languages Required of Personnel in Public Bodies (424/2003) required of officials functioning in a position requiring a higher education in a bilingual office and which is necessary from the viewpoint of practising a profession and professional development; and (16.6.2004/497)
- 2) such written and oral skills in one or two

foreign languages as are necessary from the viewpoint of practising a profession and professional development.

What subsection 1 prescribes does not concern a student who has acquired his/her school education in another language than Finnish or Swedish, or a student who has acquired his/her school education abroad. Language proficiency required of a student like this is decided upon by the polytechnic.

For a special reason, a polytechnic may exempt a student partially or totally from the language proficiency requirements referred to in subsection 1. A note of a student's language proficiency is included in a degree certificate.

### § 9

#### *Study units and curricula*

Studies and teaching related to them are implemented as study units. The study units are compulsory, optional or free-choice.

The curriculum of a degree programme defines at least the aims of each study unit, the entity to be dealt with, extent as credits, amount of instruction and practical training as well as required performances. Part of instruction may also be implemented in a workplace according to what the degree regulations of a polytechnic prescribe. (16.6.2004/497)

### § 10 (16.6.2005/423)

#### *Maturity test*

For a degree, a student has to take a maturity test about the field of his/her thesis, which shows familiarization with the field and skills in Finnish or Swedish.

The polytechnic decides on a maturity test when language proficiency referred to in § 8 (1) is not required of a student.

### § 11

#### *Legislation of the European Community and international agreements*

Education of nurses and midwives as well as maritime education have to fulfil the requirements set by Legislation of the European Community. In addition, maritime

education has to pay attention to what is internationally agreed upon mariners' education, certificates of competency and watchkeeping.

### § 12 (10.12.2009/1045)

#### *Professional specialisation studies and open university of applied sciences education*

Professional specialisation studies are broad supplementary education programmes which are based on a university of applied sciences degree.

The scope of specialisation studies is 30–60 credits.

Studies that are part of a degree programme leading to a Bachelor's degree or Master's degree, for which a university of applied sciences has granted a student a limited right to study in terms of time and content, are completed in an open university of applied sciences.

## Chapter 4

### Other basics of studies and teaching arrangements

### § 13 (16.6.2005/423)

#### *Duration of studies*

A polytechnic has to arrange studies leading to a degree so that a full-time student can perform the studies in a time corresponding with their extent.

### § 14 (10.12.2009/1045)

#### *Transfer of credits*

A student studying in a degree programme may, in accordance with a decision made by the university of applied sciences, transfer credits from studies completed in another domestic or foreign higher education institution or in another educational institution and may substitute studies belonging to the degree programme with other equivalent studies.

A student may, in accordance with a decision made by the university of applied sciences, transfer credits from and substitute studies belonging to the degree programme with competence acquired also in some other way.

§ 15  
*Certificates*

A polytechnic gives a student a certificate of a completed degree.

Upon request, a polytechnic gives a student a certificate of the performed studies even during studies.

A polytechnic gives a person who has completed a polytechnic degree or studies an appendix of a degree certificate or certificate especially meant for international use, which gives sufficient information on the polytechnic, the studies referred to in the degree certificate or certificate, on study performances as well as their levels and positions in the educational system. (16.6.2004/497)

§ 16  
*Degree regulations*

The degree regulations of a polytechnic specify the stipulations and instructions of the degrees, degree programmes, curricula, studies, guidance counselling, class attendance, credit transfer, practical training, thesis, assessment and certificates.

Chapter 5  
Instruction and students

§ 17  
*Academic year*

The academic year of a polytechnic starts on August 1 and ends on July 31. Instruction is given in periods decided upon by the polytechnic. Instruction has to be arranged so that students can study in an expedient order and efficiently.

§ 18 (10.12.2009/1045)  
*Admission of students and applying for rectification of student selection*

Students are admitted to a degree programme or a line of a degree programme as specified in § 6, moment 2.

The university of applied sciences shall enter a student's acceptance of a study place into the applicant register without delay.

When announcing the results of student selection, the university of applied sciences

shall inform the applicants how they may find out how the principles of selection were applied to them and how they may apply for rectification of the selection.

§ 19  
*Assessment of study performances*

A student has to be reserved a chance to get familiar with an assessed written or otherwise saved study performance. They have to be kept for six months after the publication of the results.

20 §  
*Board of examiners*

In a polytechnic, there are one or more boards of examiners for dealing with rectifications related to study performances. The board of examiners consists of the chairman, who has to be a principal lecturer of the polytechnic, and two other members, one of whom has to be a senior lecturer of the polytechnic. The chairman and members of the board of examiners as well as their personal deputy members are appointed by the board of the polytechnic.

Chapter 6  
Required qualifications

§ 21  
*Required qualifications of the President*

The required qualifications of the President are a licentiate's or doctoral degree completed as post-graduate studies, familiarization with the sector of the polytechnic and administrative experience. A person who has completed a Master's degree may also be appointed to the office or post of a President, if he/she can otherwise be considered to have special merits for the task. In addition, the President is required to command the languages of instruction of the polytechnic.

§ 22 (10.12.2009/1045)  
*Teachers' language skill requirements*

Principal lecturers, senior lecturers and lecturers shall have proficiency in the language of instruction of the university of applied sciences or the language with which they are assigned to teach.

## § 23

*Required qualifications of the lecturers*

A principal lecturer of a polytechnic is required to have completed an applicable licentiate's or doctoral degree and a senior lecturer is required to have completed an applicable Master's degree.

For a special reason and with no hindrance of subclause 1, a person who has completed a Master' degree may be appointed to a office or post of a principal lecturer and a person who has not completed a Master' degree to a office or post of a senior lecturer, if the person to be appointed is especially well familiarized with the duties of the post.

In addition, a principal lecturer or a senior lecturer whose main teaching task is to arrange professional studies is required to have at least three years' experience of tasks consistent with the degree.

Before a principal lecturer's or a senior lecturer's office or post of Crafts and Design, Communications and Visual Arts, Theatre and Dance or Music is advertised as vacant, the polytechnic may decide upon the applicants being required to have artistic merits required by the task instead of the required qualifications prescribed by this section.

A lecturer is required to have, if possible, a corresponding qualification as an office or post holder.

## § 24

*Tasks of lecturers*

Together with his/her teaching and guidance tasks and other related tasks, a full-time lecturer has to:

- 1) develop teaching in his/her field with account to development of working life;
- 2) take part in compilation of the curricula as well as student selection;
- 3) carry out R&D-related duties as ordered by the polytechnic;
- 4) take part in education maintaining and developing professional skills ordered by the polytechnic and get familiar with working life; and
- 5) carry out the duties arising from the membership of the administrative bodies of

the polytechnic and other tasks belonging or ordered to him/her.

In addition, within three years after a principal lecturer or a senior lecturer has been appointed to an office or a post, he/she has to complete teacher training with a minimum of 35 credits, if he/she has not done it before he/she was appointed to the office or post.

## Chapter 7

## Miscellaneous regulations

## § 25

*Applying for a licence*

When a licence for a polytechnic is applied for, the applicant has to give an account of:

- 1) the name and location of the maintainer;
- 2) the name of the polytechnic;
- 3) the necessity of the polytechnic;
- 4) the educational task;
- 5) arrangement of administration;
- 6) teaching and other premises;
- 7) an estimation of the establishing and operating costs as well as a financial plan; and
- 8) the starting time of the polytechnic operation.

If the applicant is a federation of municipalities, the basic agreement on the federation of municipalities has to be attached to the application. If the applicant is a private community or foundation, it has to give an account of its registration as well as its articles or rules.

An application has to be delivered to the Ministry of Education at least 20 months prior to the planned starting time of a polytechnic.

## Chapter 8

## Regulations on effectiveness

## § 26

*Effectiveness*

This decree becomes effective on August 1, 2003.

§ 2 of the repealed decree (3.3.1995) on certain arrangements related to execution of legislation concerning polytechnic studies (259/1995) is still effective.

Before this decree becomes effective, measures required by its execution may be started.



Effectiveness and application of the amending regulations:

*15.10.2003/860:*

This decree becomes effective on November 1, 2003.

In Humanities and Education, students who have completed a polytechnic degree in humanities in the degree programme of Civil Activities and Youth Work or have started studies leading to it before this decree becomes effective may after completion of the studies use the title of yhteisöpedagogi (AMK), Bachelor of Humanities.

Correspondingly, in Social Services, Health and Sports, students who have completed a polytechnic degree in beauty and cosmetics or have started studies leading to it before this decree becomes effective may after completion of the studies use the title of estenomi (AMK), Bachelor of Beauty and Cosmetics.

In Humanities and Education, students who have completed a polytechnic degree in humanities in the degree programme of Cultural Services or have started studies leading to it before this decree becomes effective may after completion of the studies use the title of kulttuurituottaja (AMK), Bachelor of Humanities.

Before this decree becomes effective, measures required by its execution may be started.

*16.6.2004/497:*

This decree becomes effective on January 1, 2005.

The extents of the study units defined as credits (opintoviikko) in the curriculum of a degree programme are changed to ECTS credits (opintopiste) no later than August 1, 2005.

Before this decree becomes effective, measures required by its execution may be started.

*16.6.2005/423:*

This decree becomes effective on August 1, 2005.

Before this decree becomes effective, measures required by its execution may be started.

Depending on the degree programme, the same title can be added to a post-graduate degree completed in accordance with the Act on Pilot Programme on Postgraduate Studies in Polytechnic Institutions (645/2001) which is added to a higher polytechnic degree according to § 3 (3). *9.11.2006/981:*

This decree becomes effective on January 1, 2007.

Before this decree becomes effective, measures required by its execution may be started.

## Contact information

### Admissions office

Jokiväylä 13, FI-96300 Rovaniemi  
Tel. +358 20 798 5401  
hakutoimisto@ramk.fi

### Financial aid committee secretary

Yliopistonkatu 8, PL 122, 96101 Rovaniemi  
Tel. +358 20 798 5404, +358 20 798 5476  
opintotukilautakunta@edu.ramk.fi

### Student register administrator

Jokiväylä 13, 96300 Rovaniemi  
Tel. +358 20 798 5410  
opiskelijarekisteri@ramk.fi

### STUDY AFFAIRS OFFICES OF THE DEGREE PROGRAMMES

#### Viirinkangas Campus

Viirinkankaantie 1, FI-96300 Rovaniemi  
Fax 020 798 5799  
viirinkangas.campus@ramk.fi  
Degree Programme in Tourism  
Tel. +358 20 798 5737  
Degree Programme in Hotel and Restaurant management  
Degree Programme in Tourism  
Master's Degree Programme in Tourism  
Tel. +358 20 798 5723

#### Ounasvaara Campus

Degree Programme in Sports and Leisure Studies  
Degree Programme in Physiotherapy  
Hiitomajantie 2, FI-96400 Rovaniemi  
Fax +358 20 798 5697  
Tel. +358 20 798 5607  
ounasvaara.campus@ramk.fi  
Degree Programme in Nursing and Health Care  
Master's Degree Programme in Health Promotion  
Porokatu 35, FI-96400 Rovaniemi  
Fax +358 20 798 5699  
Tel. +358 20 798 5644  
ounasvaara.campus@ramk.fi

#### Rantavitikka Campus

Jokiväylä 11, FI-96300 Rovaniemi  
Fax +358 20 798 5494  
rantavitikka.campus@ramk.fi  
Master's Degree Programme in Landscape Management  
Degree Programme in Business Economics (adult education)  
Degree Programme in Rural Industries  
Degree Programme in Forestry  
Tel. +358 20 798 5360  
Degree Programme in Land Surveying  
Degree Programme in Construction Engineering  
Degree Programme in Information Technology  
Master's Degree Programme in Management of Technological Competence  
Tel. +358 20 798 5363  
Degree Programme in Business Economics  
Tel. +358 20 798 5762  
Degree Programme in Innovative Business Services  
Tel. +358 20 798 5737

# Notes