RAMK

STUDY GUIDE 2006 – 2007

Rovaniemen
ammattikorkeakoulu
University of Applied Sciences

RAMK

STUDY GUIDE 2006–2007

ROVANIEMI UNIVERSITY OF APPLIED SCIENCES
ROVANIEMI 2006

To the reader

Welcome to study at Rovaniemi University of Applied Sciences!

THE SO-CALLED LARGE age groups are approaching retirement age. More employees will leave the job market during the coming decade than new ones will enter. Students who are now beginning their studies will graduate four years from now, on average. If the current trend continues in Finland, at that time there will be an even greater demand for competent people.

Traditionally, students have completed their degree programme before entering the job market. Today, however, job offers may entice students to begin continuous full-time work before graduation. Naturally, working while studying eases the student's financial situation. Work also builds up experience, which is beneficial to studies. The student can apply what he/she has learned and at the same time can complete practical training that is a part of his/her studies. Nevertheless, if studies drag out because of work, it is possible that the right to study time will expire and studying will be interrupted. It is possible that the student cannot graduate. This is a bad situation for everyone involved. It is to everyone's benefit that studies are completed within the normal study period.

I wish our students and staff a good academic year 2006-2007.

PENTTI TIERANTA
President

Student union's greeting

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

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

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

A student union delegation with representatives from different fields of study is in charge of the student union´s decision making. The delegation selects a board of directors that manages the student union´s operation. Everyone on the board has their own area of responsibility, and the student union co-operates actively with the associations of the campuses. Together with the associations the student union arranges entertainment, courses and sports services. You can get information about the services we offer from tutors, your own association or by contacting us.

Wishing you rewarding studies at Rovaniemi University of Applied Sciences,

Kimmo Alaraudanjoki
Chairman
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1 Rovaniemi University of Applied Sciences

1.1 Structure of Finland's education system

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

1.2 The task of Rovaniemi University of Applied Sciences

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

nary fields, internal and external co-operation, and networking.
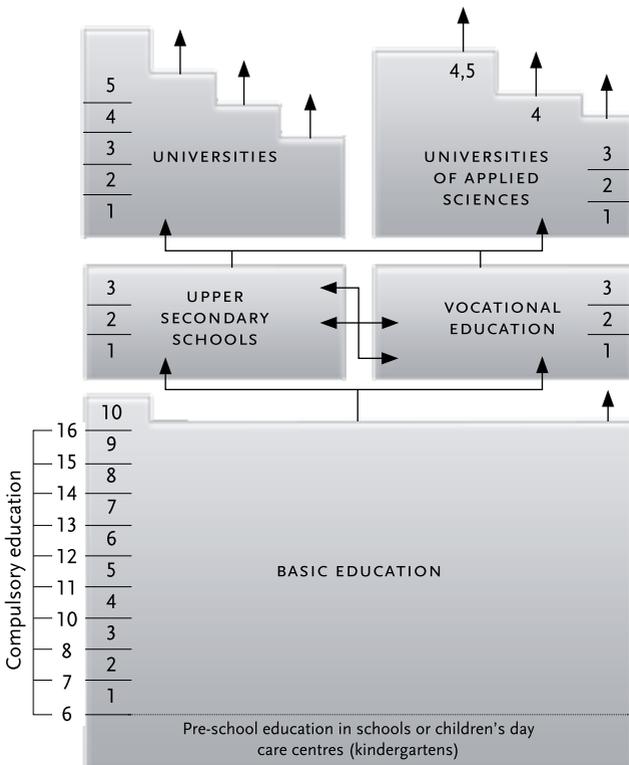
1.3 Administration

RAMK's administration is governed by the law 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 university of applied sciences education and RAMK's regulations.

President

RAMK's president is Pentti Tieranta.

Degree programmes, fields of study and campuses

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

Teachers

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

Student union

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

The union chooses student representatives for RAMK's board and other multi-member operational bodies specified in § 12, moment 2, paragraph 4 of the law 351/2003 and participates in other activities at RAMK.

The union also functions as a link between its members and promotes their societal, social and intellectual goals and their aspirations related to their studies and their status in society.

2 Studying at the University of Applied Sciences

2.1 Instruction during the academic year 2006-2007

The scope of the degree programmes is 210 or 240 ECTS credits. Depending on the degree programme, the study period is 3.5 or 4 years. The study period in adult education may be shorter. The degree programmes and degrees are presented in the degree regulations, chapter 6.

2.2 Schedules of the academic year

RAMK's academic year begins 1.8.2006 and ends 31.7.2007. The academic year is divided into autumn and spring semesters. Certain degree programmes may also include studies during the summer semester.

Study periods of the academic year

1st period	4.9.	– 27.10.2006
2nd period	30.10.	– 22.12.2006
3rd period	8.1.	– 2.3.2007
4th period	5.3.	– 27.4.2007
5th period	30.4.	– 21.6.2007

Weeks 42 and 10 are self-study weeks

The autumn semester ends Wednesday, 20.12.2006.
The spring semester ends Thursday, 31.5.2007.

Christmas vacation is on weeks 51 – 1.

Grade assessment committee meetings

Friday	15.9.2006
Friday	13.10.2006
Friday	10.11.2006
Monday	11.12.2006
Monday	15.1.2007
Friday	9.2.2007
Friday	16.3.2007
Wednesday	23.5.2007
Friday	8.6.2007

Campus-specific general examination dates

Monday	4.9.2006	16:30 – 19:30
Monday	2.10.2006	16:30 – 19:30
Monday	23.10.2006	16:30 – 19:30
Monday	13.11.2006	16:30 – 19:30
Monday	27.11.2006	16:30 – 19:30
Thursday	14.12.2006	16:30 – 19:30
Monday	15.1.2007	16:30 – 19:30
Monday	5.2.2007	16:30 – 19:30
Monday	19.3.2007	16:30 – 19:30
Monday	23.4.2007	16:30 – 19:30
Monday	7.5.2007	16:30 – 19:30
Thursday	7.6.2007	16:30 – 19:30

Summer exam dates

Friday	17.8.2007

2.3 Registering as an attending or non-attending student

Students must register as attending or non-attending every academic year in the manner specified by RAMK. Non-attendance can be terminated by registering as an attending student at the beginning of the next semester. A student who does not register as an attending or non-attending student will lose his or her right to study. The right to study can be restored to a student who has lost his or her right to study starting from the beginning of the next semester. (RAMK degree regulation, 1.8.2006)

Continuing students

Students who will complete their studies during the normal period
- the registration period is 15.4. – 31.5.
- registration via WinhaWille.

Students who will not complete their studies during the normal period
- the registration period is 1.6. – 30.6. or 1.1. – 13.1.
- registration via WinhaWille.

Students whose right to study ends 31.7. or 31.12.
- Students whose right to study period is ending and who wish to extend their right to study must register as attending students in their application for the right to study. A student who has been granted an extension to his or her right to study period may not register as a non-attending student.

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

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

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

2.4 Structure of studies

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

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

degree programme or a line.

A study unit is a basic unit in terms of content and structure. Several study units belonging to the same subject entity form a study module. Each study module is identified by a 3 – 4-character code (e.g., YH1, HYV1) and each study unit by a 4 – 6-character code (e.g., YH1A, HYV1A).

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

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

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

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

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

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

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

miliarisation with the topic of the thesis project.

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

2.5 Studying

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

Personal curriculum

The curriculum presents the study units of the degree programme and their objectives. Based on the curriculum, students compile a personal curriculum together with their tutor, where they plan their studies in detail and choose their line-specific studies and free-choice electives. The study counsellor or group counsellor may also guide students in compiling their personal curriculum. Credits may be approved for previous studies and work experience when compiling the personal curriculum. Instructions on approving credits are given in the degree regulations appended to chapter 6.

Registration for study units

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

Starting students register for study units on 1.9. – 30.9.2006.
Continuing students register for study units of the following academic year on 15.4. – 31.5.

Students are accepted for studies in the order of registration. Registration is binding. If a student does not attend a study unit for which he or she has registered, the study unit is graded as 'failed'. Registration may be cancelled for a valid reason before the study unit begins.

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

Assessment of study performance

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

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

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

Credits for completed studies are entered into the record of credits no later than one month after the studies are completed.

Rectification of assessment of study performance

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

Composition of the board of examiners

Chairman, senior lecturer Rauni Koukkula; alternate member, senior lecturer Jorma Hietanen
Lecturer Merja Vankka; alternate member, lecturer Jouko Saraniemi
Lecturer Auli Tahiluoto, alternate member, head

of degree programme Raimo Sirviö.

WinhaWille student interface of the student register

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

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

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

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

Applying for a degree

Applications for degrees are submitted in writing one week before the meeting of the grade assessment committee. There are separate instructions on applying for a degree and procedures during the graduation phase.
More instructions on applying for a degree can be found at: www.ramk.fi/students/studying at RAMK.

2.6 Student services

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

The person responsible for student applications, the administrator of RAMK's student register, the secretary/presenter of the financial aid committee, the student affairs officer for the open university of applied sciences and the virtual university of applied sciences, and the student affairs officers of the Rantavitikka Campus are located in the common study affairs and ad-

missions office. Student services are situated on the Rantavitikka campus at Jokiväylä 13.

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

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

2.7 ADP information on-line services

Students can obtain usernames required for the ADP on-line and learning environment from the ADP specialist on their own campus. Usernames for the register of credits can be obtained from the office of their campus.

2.8 Chargeable certificates

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

2.9 Study-related social benefits

Financial aid

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

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

Applying for financial aid

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

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

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

Monitoring of full-time studies

According to § 5 of the law on financial aid, the prerequisites for receiving financial aid are acceptance to an educational institution, full-time studies and advancement in the studies, and financial need for aid. Financial aid can be granted or payment of aid can be continued if the student completes an average of 4.8 credits per month of aid (§ 4 of the statute on financial aid). RAMK's financial aid committee monitors the advancement of all recipients of financial aid yearly. This monitoring is done on the basis of the studies listed in the register of credits.

Monitoring the income of recipients of financial aid

Monitoring of income that affects financial aid is done each year on the basis of the student's

annual income when the tax records are ready. The annual limit of free income that the student can earn without affecting his or her aid is calculated on the basis of months of aid received: €505/month may be earned during each month of financial aid and €1515/month during each month of no financial aid. For example, if a student receives financial aid during 9 months, the limit of income is 9 x €505 + 3 x €1515 = €9090. If the student's annual income exceeds the limit, the excess financial aid must be paid back. Income is not monitored monthly; it is monitored annually on the basis of total annual income. An exception is a month of full-time practical training, when the student does not receive financial aid if his or her average monthly income exceeds €500. However, housing allowance and loan security can be granted.

Students can prevent excess payment of financial aid by waiving the financial aid beforehand or by returning paid financial aid to Kela afterward.

Financial aid for the period exceeding the normal period

Financial aid for the period exceeding the normal period of the degree programme is applied for with a new application through RAMK's financial aid committee. An explanatory form explaining the excess period must be appended to the application form.

Summer studies and summertime financial aid

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

Financial aid for studies completed abroad

Financial aid may also be granted for studies completed abroad if the studies are included in the degree programme being completed in Finland and they otherwise entitle the student to receive financial aid. Financial aid for a student studying abroad is the same size as in Finland. Housing allowance may be higher. Loan security for studies completed abroad is €440/mo.

Financial aid committee

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

RAMK's financial aid committee consists of eight members, of which half are students. The chairman of the committee is Outi Hyry-Honka, director of education development, tel. +358 20 798 5403, and the presenter/secretary is student affairs officer Vuokko Kononen, tel. +358 20 798 5404.

Meal benefit

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

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

Adult education financial aid

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

at: www.koulutus-erorahasto.fi. Forms are also available at the information service points of employment agencies.

Student housing

The Domus Arctica Foundation's student housing can be applied for throughout the year. Housing application forms are available at the foundation's office: Ylikorvantie 22 A, FI-96300 ROVANIEMI, tel. +358 16 340 0800 or at www.urova.fi/das/.

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

RAMK students' health care

The City of Rovaniemi provides student health care services. Health care is primarily provided at the educational institutions on weekdays. Students can make office visits by showing up during open office hours or by making an appointment.

The health care nurse provides guidance and instructions in health-related matters and if necessary, instructs students to visit a specialist. The health care nurse's services are free of charge.

RAMK students' physical examinations

RAMK students are given physical examinations, if necessary and if requested by the student. If necessary, the physical examination also includes an evaluation of the student's capacity to study and a look into possible support measures that promote studying.

Student health care also includes examinations related to birth control, examinations of military enrolment-aged students, vaccinations,

health-related information for travelling students, and information related to hygiene and post-coital contraception. It is also possible to visit the health care nurse because of problems related to mental health or intoxicants or for support in different life situations.

Health care centre doctor services

If you need to visit a doctor, contact the health care team in your area. The area health care teams also provide emergency appointments on Mon-Fri from 8:00 to 16:00. All Rovaniemi residents and students from elsewhere have their own health care team according to their place of residence.

Sairaalakatu 1 health care teams:

Ounastiimi tel +358 16 322 4453 (Ounasvaara, Ounasmetsä, Ounasrinne, Pöykkölä)
Uittotiimi tel +358 16 322 4454 (Keskusta, Kirkkolampi, Yliopisto, Viirinkangas)
Kairatiimi tel +358 16 322 4455 (Vanhatori, Kivalonpuisto, Lapinrinne, Vennivaara)
Rovatiimi tel +358 16 322 4456 (Kauppatori, Korkalovaara, Vaaranlampi, Karinrakka)

Pulkamontie 4 health care teams:

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

Emergency first aid is available from 8:00 to 22:00 at Sairaalakatu 1, tel. +358 16 322 4900.

Night-time emergency care is available from 22:00 to 8:00 at the Lapland Central Hospital's first aid clinic, Ounasrinteentie 22, tel. +358 16 328 2100. Only emergency cases are treated at night.

If you need contact information or other information related to mental health or intoxicant services, contact RAMK's health care nurse.

Dental services

To make an appointment for dental services, call +358 16 322 3003 or +358 16 356 1750.

Doctors' services are free of charge only for patients under 18 years old.
The health care centre fee is €22 / year or €11 / visit.
The surcharge for emergency care from 20:00 to 22:00 on weekdays and from 8:00 to 22:00 on weekends is €15.
The surcharge for night-time emergency care is €22.

RAMK student health care office hours and addresses by campus

Ounasvaara Campus, health care nurse Riitta Ahlqvist, Porokatu 35, room 225, tel. +358 20 798 4380 e-mail: riitta.ahlqvist@rovaniemi.fi
Visits without an appointment Mon-–Fri, 8:15–12:00.
Visits by appointment Mon–Thu, 12:00–16:00; Fri, 12:00–14:00.
You can make an appointment by phone, e-mail or the appointment book in the waiting room.

School of Sports and Leisure, health care nurse Pirjo Tikkala, office hours on Mon and Wed 8:00-16:00, office hours for sick patients 8:00-10:00 at Poropolku 7 (Ounasvaara upper level comprehensive school and secondary school), tel. +358 16 322 2608 (Tue, Thu, Fri at the Lyseonpuisto secondary school, tel. +358 16 322 2543).

Rantavitikka Campus and Viirinkangas Campus, health care nurse Minna Lohela, Viirinkankaantie 1, room 011.
Visits without an appointment Mon–Fri, 8:00–11:00.
Visits by appointment Mon–Thu, 12:00-–6:00; Fri, 12:00–14:00.
You can make an appointment by phone, e-mail or the appointment book in the waiting room. tel.+358 16 331 2077, e-mail Minna Lohela

(Changes are possible; exact office hours are posted in the health care nurse's waiting room.)

Private doctors in Rovaniemi:

Rovaniemen sairasapu ja laboratorio, Maakuntakatu 7

Lääkäripalvelu Mediroi, Hallituskatu 20 D 3rd floor

Accident insurance

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

Reduced rates

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

2.10 International activities

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

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

RAMK's students can complete part of their studies and practical training belonging to their studies abroad. Studies and practical training are supported with financial aid.

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

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

International Relations Office
Jokiväylä 13
FI-96300 Rovaniemi
Fax +358 20 798 54297
international@ramk.fi

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

International Relations Secretary, substitute
Katariina Vinblad
Tel. +358 20 798 5417
katariina.vinblad@ramk.fi

2.11 Language centre

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

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

Toini Rossi
Head of the Language Centre
Tel. +358 20 798 5413
toini.rossi@ramk.fi

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

2.12 Library and information services

RAMK's library operates at four locations on three campuses: Viirinkangas Campus, Rantavitikka Campus and Ounasvaara Campus (Health Care and Social Services Department and Sports and Leisure Department). The library system also includes the Levi Institute's library in Kittilä. The library facilities will be expanded and remodelled during this academic year.

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

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

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

2.13 Career and recruitment services

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

ly one fourth of students are employed by companies with which they formed contacts during their studies.

Career and recruitment services are primarily included on the campuses and in the degree programmes, close to everyday studies and the students! Teachers in the students' own fields guide the students in the practical aspects of working life through practical training, project studies and thesis projects. The focused support service of the career and recruitment services offers students job application training, personal assistance in searching for a job and career selection, Jobstep.net-related support service and training, and follow-up information related to employment.

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

Arja Taavetti
Co-ordinator
RAMK's Career and Recruitment Services
Tel. +358 20 798 5415
arja.taavetti@ramk.fi

2.14 Lapland Sports Academy

Lapland Sports Academy in Rovaniemi is a network of educational institutions and co-operating bodies with the goal of successfully combining studying and a career in sports. One of the Academy's main purposes is to enhance coaching of top athletes and aspiring athletes and support the studies of athletes. The Academy offers an excellent environment for daily practic-

ing, a broad range of coaching support services and comprehensive support for planning and implementation of studies.

Lapland Sports Academy offers its athletes access to the following services, among others: intensified student counselling, a well-rounded practicing environment, six hours a week of guided practice led by a coach (alpine skiing, cross-country skiing, combined skiing, football, hockey, volleyball, snowboarding and orienteering, as well as other sports together), inexpensive massage service and physiotherapy and testing. The Academy athletes studying at RAMK can also earn credits by planning the integration of their own studies and sports and by self-evaluating their own activities.

Daytime or adult students who have confirmed their student place at RAMK can apply to the Academy using a higher-level application form, which can be found at www.lapinurheiluakatemia.fi. The application deadline is 15.9.2006. Lapland Sports Academy athletes are selected on the basis of their sports achievements on 18.9.2006 from among students who have confirmed their student place (daytime and adult students).

Application forms should be delivered or sent to:
Kalle-Pekka Tiihonen / Lapland Sports Academy
Rovaniemi University of Applied Sciences
Hiihtomajantie 2
FI-96400 Rovaniemi

For more information, contact
Kalle-Pekka Tiihonen, contact person of the Sports and Leisure Studies degree programme
tel. +358 20 798 5610
kalle.tiihonen@ramk.fi

Viirinkangas Campus contact person,
Jaakko Naasko
tel. +358 20 798 5735
jaakko.naasko@ramk.fi

Ounasvaara Campus contact person,
Mika Rahkola
tel. +358 20 798 5635
mika.rahkola@ramk.fi

Rantavitikka Campus contact person,
Pekka Kämäräinen
tel. +358 20 798 5347
pekka.kamarainen@ramk.fi

3 Other learning environments

3.1 InnoAcademy – learning by doing

InnoAcademy is learning environment comprised of RAMK's teachers and students. Studies completed at InnoAcademy consist of professional studies, project studies, practical training and thesis projects. The studies are specified in the students' personal curricula, which are compiled by the students and InnoAcademy's counsellor together.

Students apply to study at InnoAcademy primarily after completing their basic studies. The main student body is selected on the basis of interviews, but other students may complete individual study units at InnoAcademy. These are decided by the counsellors and degree programmes together. InnoAcademy expects students to exhibit activeness, initiative, responsibility, enthusiasm and humour, which make working together most successful.

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

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

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

3.2 YritysTakomo

RAMK's enterprise incubator, YritysTakomo, is a multi-disciplinary, functional environment that provides support for start-up enterprises, based on the needs of different fields of study. The operating environment and support service system make it possible to start business operation while studying and after graduation. Guidance and instruction provided through YritysTakomo are a part of the studies in the students' degree programmes. YritysTakomo utilises in its operation the expertise existing in RAMK's fields of study. YritysTakomo's operation includes all the fields of study at RAMK.

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

a business plan; compiling marketing, financing and other plans; and creating a network of co-operation. To increase know-how and specialist exchanges, YritysTakomo has created a mentor system that utilises the experience and know-how of already operating entrepreneurs. The mentor activity refers to the relationship between an experienced entrepreneur and a starting entrepreneur.

YritysTakomo offers enterprises and students planning business operation personal guidance according to the needs of each enterprise / entrepreneur. YritysTakomo's enterprises form a network among themselves in order to benefit their marketing or purchasing, for example. The network also functions as a discussion forum between entrepreneurs. YritysTakomo together with its co-operative partners arranges educational events and regular thematic events. The main principle of all activity is confidentiality.

Additional information:
Anitta Ruoskanen
Senior lecturer in entrepreneurship
Tel. +358 400 221 602 or +358 20 798 5748

Marja Inkeröinen
Lecturer in entrepreneurship
Tel. +358 40 709 6822 or +358 20 798 5708

3.3 Virtual university of applied sciences

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

On-line studies support students' personal curricula. RAMK's on-line study units are free of charge for students, but the on-line studies of other schools are chargeable. For this reason students should plan their on-line studies together with their tutor or head of the degree programme that approves them for the students' curricula. RAMK students register for RAMK's on-line studies at <http://vvv.ramk.fi/winhawille/wille.asp> . Registration for virtual university studies offered by other universities of applied sciences is done directly through their home pages (www.amk.fi). The addresses also contain clear instructions on the implementation, schedules and completion of on-line study units. The degree programme's approval is required for on-line studies other than those offered by RAMK.

RAMK students are informed of acceptance into their own school's on-line studies through WinhaWille. Notification of acceptance into Averko's and other universities' virtual university studies is sent to the students by e-mail. The grades of RAMK's on-line studies are recorded directly into WinhaWille. Certificates of completion of Averko's and other universities' virtual studies are sent to the address specified by the student. Students apply for approval of their studies from their own degree programme.

RAMK students can obtain necessary usernames for the on-line and learning environments from the ADP specialist on their own campus.

Additional information:
Study affairs office
Seija Enbuske
Tel.   +358 20 798 5399
Fax   +358 16 311 034
seija.enbuske@ramk.fi

Sirkka Saranki-Rantakokko
Project Manager
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Marja-Leena Tuomainen
Education Co-ordinator
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marja-leena.tuomainen@ramk.fi

3.4 Open university of applied sciences education

Open university of applied sciences education consists of studies that comply with RAMK's curriculum. They are arranged in Rovaniemi and the municipalities of the region. The education is open to everyone interested, regardless of age or previous education. The education is arranged in evenings and on weekends, and also together with RAMK's degree programme students completing their scheduled studies. It is also possible to participate in on-line education. Open university of applied sciences studies may be included as ECTS credits in a degree programme. Approval of the credits complies with RAMK's degree regulations. (chapter 6).

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

Open university studies are free of charge for students studying in a degree programme if there are vacant places after the application deadline. Participation in open university studies should be agreed on with the head of the degree programme before starting. Registration for open university study units is done at: http://www.ramk.fi/ilmoittautuminen.

Additional information
Seija Enbuske
Study affairs office
Tel.   +358 20 798 5399

3.5 Provincial University of Lapland

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

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

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

Additional information:

Ari Konu
Director
Jokiväylä 11 C, FI-96300 ROVANIEMI
Tel. +358 40 735 2007
ari.konu@ramk.fi

3.6 Open university studies offered by Lapland's summer university

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

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

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

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

Additional information:

Rovaniemi office
Jokiväylä 11 C
FI-96300 Rovaniemi
Tel. +358 20 798 5293
info@lapinkesayliopisto.fi
www.lapinkesayliopisto.fi

4 Common studies

4.1 RAMK's common basic studies

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

STUDY MODULE
YH1 RAMK's common basic studies

Study Units

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

Study unit
YH1A Investigative Learning   3 ECTS cr

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

Contents
Part 1: Learning to learn
- investigative learning and self-guided learning
- study skills
- assessment of learning
- planning of studies
Part 2: Principles of information retrieval
The student knows how personal information need is translated into search terms and

search statements. The student will prac-
tice to use several international profession-
al and scientific full text databases. The stu-
dent familiarises him-/herself with criticism
of sources and practices to do a list of sourc-
es. In addition he/she knows basics about
copyrights and knows how to avoid plagia-
rism in studies.

Teaching methods

The course is carried out in an on-line learn-
ing environment. The students are intro-
duced to the on-line learning environment
and given instructions for on-line studies.
The students are obligated to enrol for a rep-
etition of the course to the on-line study sec-
retary via e-mail: eopintosihteeri@ramk.fi

Reading material

All reading material can be found in the virtu-
al learning environment.

*Performance requirements and
assessment principles*

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

Assessment scale: pass – fail

Study unit
YH1B Communication   3 ECTS cr

Objectives and contents of the study unit

The students become familiar with the con-
cepts of communication. They have a com-
mand of basic communication skills needed
in studies and working life.

Contents

- culture and concepts of communication
- development and assessment of oral
  communication skills, discussion skills,
  planning and presenting an introduction
  and an informative speech
- compiling a journal, an essay,
  a memo,lecture notes, a report and
  a summary, and making a text analysis

Teaching methods

Lectures, oral and written communication ex-
ercises, group work

Reading material

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

*Performance requirements and
assessment principles*

Lectures, completion of oral and written com-
munication exercises, essay and introduc-
tion. All parts need to be accepted to pass
the course.

Assessment scale: excellent (5) – fail

Study unit
YH1D Lapland as Part of the EU   3 ECTS cr

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

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

Contents:

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

Teaching methods

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

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

Reading material

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

Performance requirements and assessment principles

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

Assessment scale: excellent (5) – fail

Study unit

YR1A Individual, Enterprise and Society   3 ECTS cr

Objectives and contents of the study unit

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

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

Teaching methods

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

Reading material

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

Performance requirements and assessment principles

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

Assessment scale: pass – fail

Study unit

YH1E Principles of Research and   3 ECTS cr Development Activity

Objectives and contents of the study unit

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

Contents

Part 1 Principles of research work:
- research work and various studies

Part 2 Principles of project activity:
- devising a project plan
- reporting and monitoring a project

Teaching methods

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

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

Reading material

Part 1: Source material: 1. Pihlaja Juhani. 2001. *Tutkielmaa tekemään*. Soceda.
2. Karjalainen Sakari. 2002. *Tutkijan eettiset valinnat*. Gaudeamus.
3. Hirsjärvi, Remes ja Sajavaara**.** 2003. *Tutki ja kirjoita***.** Tammi.
Part 2: All source material can be found in the virtual learning environment

Performance requirements and assessment principles

Part 1: Lectures, obligatory attendance at seminars and evaluation of a study.
Part 2: Completion of the partial tasks, practical exercise related to the student's own field of study and an on-line exam. All parts must be satisfactorily completed.

Assessment scale: pass – fail

4.2 Business expertise and entrepreneurship

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

STUDY MODULE
YR1 Business Expertise and Entrepreneurship   15 ECTS cr

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

Study unit
YR1A Individual, Enterprise and Society   3 ECTS cr
- presented in RAMK's common studies

Study unit
YR1B Business Operation and Planning of Business Operation   3 ECTS cr
- implemented and presented in the degree programmes

Study unit
YR1C Principles of Financial Management   3 ECTS cr
- implemented and presented in the degree programmes

Study unit

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

YR1E —Entrepreneurship in   3 ECTS cr
YR1W the student's own field
   - implemented and presented in the degree
   programmes

4.3 Free-choice electives

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

Free-choice electives arranged by RAMK are
   - language and communication studies
     (presented in chapter 4.4)
   - general free-choice electives
   - campus-specific studies that provide
     know-how in service, production and
     wellness
   - YritysTakomo studies

The topics of the studies are based on RAMK's
strategy.
   All studies arranged at RAMK as well as stud-
ies completed at another university of applied
sciences, university or elsewhere by agreement
may also be approved as free-choice electives.

4.3.1 General free-choice electives

STUDY MODULE
VV2 General free-choice electives

Study units

VV2D	**Barents Region**	**3 ECTS cr**
VV2K	**Student Activities**	**3–6 ETCS cr**

Study unit

UU2D	**Barents Region**	**3 ECTS cr**

Objectives and contents of the study module
The objective of the study unit is to become fa-
miliar with the Barents region; it's geography,
economy and people

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

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

Reading material
   Provided in the study unit

Performance requirements and assessment
principles
   All tasks need to be accepted to pass the
   course.

Assessment scale: pass – fail

VV2K Student Activities   3–6 ECTS cr

Objectives and contents of the study unit
The students become familiar with RAMK's op-
erating and learning environment and wish to
develop it by means of peer tutoring, participa-
tion in work groups or student union activity.

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

Teaching methods
   Practical arrangements will be announced in
   more detail in Winha's descriptions of activ-
   ities. The students may participate in several
   activities and thereby accumulate ECTS cred-

its. The co-ordinating teacher monitors the activities on the basis of reports or portfolios.

Reading material

To be announced in the description of the activities.

Performance requirements and assessment principles

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

Assessment scale: pass – fail

4.3.2 Campus-specific free-choice electives

STUDY MODULE
VV3 Studies that provide know-how in service

Study units

VV3B	Regional Co-operation and Business in the Barents Region	3 ECTS cr
VV3C	European Union in Transition	3 ECTS cr
VV3E	Finnish Lapland as a Phenomenon	3 ECTS cr
VV3F	International Business Etiquette and Hospitality	3 ECTS cr

STUDY MODULE
VV4 Studies that provide know-how in production

Study units

VV4A	Reindeer Husbandry	3 ECTS cr
VV4C	Snow and Ice Construction	3 ECTS cr
VV4I	Environmental Protection and Policy	3 ECTS cr
VV4J	Geographic Information Technology	3 ECTS cr

STUDY MODULE
VV5 Studies that provide know-how in wellness

Study unit
VV5C Event Management 3 ECTS cr

4.3.3 YritysTakomo studies

STUDY MODULE
VV6 YritysTakomo studies   15 ECTS credits

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

A personal plan for developing oneself as an entrepreneur and an entrepreneurship-learning plan are compiled for each student. The students use their own initiative in developing their own enterprise / business idea. They make decisions independently and carry the risk of entrepreneurship. They are guided by teachers and mentors. The mentors are experienced entrepreneurs and other experts in business operation.

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

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

More information and registration:
Anitta Ruoskanen
Senior lecturer in entrepreneurship
Tel. +358 400 221 602, +358 20 798 5748
anitta.ruoskanen@ramk.fi

Study units

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

4.4 Language and communication studies

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

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

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

4.4.1 Entry-level tests in English and Swedish

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

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

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

4.4.2 Swedish studies and language legislation

The statute (352/2003) on universities of applied sciences specifies that students must indicate, either through their studies included in the degree programme or otherwise, that they have achieved the level of skill in Finnish or Swedish required of a civil servant in a post requiring a higher education degree in a bilingual official district (law 424/2003), and which is necessary in order to practice a profession and from the standpoint of professional development.

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

4.4.3 RAMK's free-choice elective language and communication studies:

STUDY MODULE
VV1 Language And Communication Studies

Study Units

VV1D	**Intercultural Communication**	**3 ECTS cr**
VV1F	**Advanced English for Services**	**3 ECTS cr**
VV1AG	**Spanish 1**	**3 ECTS cr**
VV1AH	**Spanish 2**	**3 ECTS cr**
VV1AF	**Survival Finnish for International Students**	**3 ECTS cr**

4.5 Schedules of common studies

See the finnish part of this book, page 33.

5
DEGREE PROGRAMMES

Rovaniemen
ammattikorkeakoulu
University of Applied Sciences

School of Technology

Degree Programme in Information Technology, 240 cr (ECTS)

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

There are two alternative specialisations in this programme:
  1. IT/System Security
  2. System Engineering with a particular focus on embedded systems

General ICT and business skills are also provided.

Motivation

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

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

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

Background

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

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

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

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

Degree Programme in Information Technology 504D

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

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

Basic Studies 75 cr

STUDY MODULE
YH1 Common Basic Studies **15 cr**

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

Study units

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

Programme-Specific Basic Studies **60 cr**

Study unit

TUO6DA	Orientation Course	3 cr

STUDY MODULE
504D1 Languages **15 cr**

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

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

Study Units

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

STUDY MODULE
504D2 Mathematics **26 cr**

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

Study units

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

STUDY MODULE
504D3 Physics **16 cr**

Study units

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

Professional Studies   105 cr

Compulsory Professional Studies   84 cr

STUDY MODULE
ICT1 Basics of Information Technology   8 cr

Study units

| ICT1E | Introduction to Information Technology | 3 cr |
| ICT1G | Networking Basics (CCNA1) | 5 cr |

STUDY MODULE
YRD1 Enterpreneur studies   12 cr

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

Study Units

YR1X	Introduction to Business Planning	3 cr
YR1AA	Management Accounting	3 cr
YR1Z	Introduction to Marketing	3 cr
YR1Ä	Business Cases in IT	3 cr

STUDY MODULE
504D4 Project Studies   9 cr

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

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

Study units

| 504D4A | Project Work | 5 cr |
| 504D4B | Managing a Software Project | 4 cr |

STUDY MODULE
504D11 Electronics   12 cr

Study units

504D11A	DC Circuits	3 cr
504D11B	AC Circuits	3 cr
504D11C	Electronics 1	3 cr
504D11D	Electronics Laboratory	3 cr

STUDY MODULE
504D12 Programming and Information Management   6 cr

Study units

| ICT1F | Introduction to Programming | 3 cr |
| 504D12C | Object-oriented Programming | 3 cr |

STUDY MODULE
504D22 Databases and Information Management   6 cr

Study units

| 504D12A | Relational Databases and SQL | 3 cr |
| 504D12B | Database Applications | 3 cr |

STUDY MODULE
504D13 Cisco Networking Academy   11 cr

Study units

504D13A	Routers and Routing Basics (CCNA2)	3 cr
504D13B	Switching Basics and Intermediate Routing (CCNA3)	5 cr
504D13C	WAN Technologies /CCNA4)	3 cr

Advanced Professional Studies 41 cr

STUDY MODULE
504D14 Advanced Electrical Engineering 12 cr

Study units

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

STUDY MODULE
504D15 Advanced Software Engineering 8 cr

Study Units

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

Optional Advanced Professional Studies 21 cr

STUDY MODULE
504D16 IT/System Security 21 cr

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

Study units

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

STUDY MODULE
504D17 System Engineering 21 cr

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

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

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

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

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

Study units

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

Optional Studies — 15 cr

Practical Training — 30 cr

STUDY MODULE
50004 Practical Training — **30 cr**

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

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

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

Study Units

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

Bachelor's Thesis — 15 cr

School of Business and Administration

Degree Programme in International Business, 210 cr (ECTS)

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

This programme trains specialists for internationally operating enterprises in different business fields. Students develop comprehensive team working skills with representatives of different fields of business in a multicultural learning environment. Knowledge is acquired for working in exporting, importing and international projects. Managing and using the newest applications of information technology is an essential part of the programme. Students also learn service, cultural and language skills needed in international business. Compulsory practical training allows students to test their abilities in business situations.

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

Degree Programme in International Business 301D

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

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

Basic Studies 39 cr

STUDY MODULE
YH1 Common Basic Studies **15 cr**

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

Study units

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

Programme-Specific Basic Studies 24 cr

STUDY MODULE
301D1 Basic Tools for Doing Business **24 cr**

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

Study units

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

YR1X	Introduction to Business Planning	3 cr
YR1Y	Introduction to Financial Management	3 cr
YR1Z	Introduction to Marketing	3 cr

Professional Studies 111 cr

Compulsory Professional Studies 78 cr

STUDY MODULE
301D2 Business Operations **18 cr**

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

Study units

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

STUDY MODULE
301D3 Accounting and Finance **15 cr**

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

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

Study units

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

STUDY MODULE
301D4 Communication in an International Enterprise   15 cr

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

Study units

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

STUDY MODULE
301D5 International Marketing   15 cr

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

and other elements of business-to-business marketing.

Study units

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

STUDY MODULE
301D6 Going International   15 cr

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

Study units

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

Advanced professional studies   18 cr

STUDY MODULE
301D10 Applied Research and Development 18 cr

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

Study units

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

Optional Advanced Professional Studies 15 cr

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

STUDY MODULE
301D11 Advanced Language Studies   6 cr

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

Study units

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

STUDY MODULE
301D12 Management   9 cr

Students learn about common management systems applied in the business environment and understand the role of different management methods. They will understand new development trends and processes of change in the working environment as well as the design and organisation of work in the networked, knowledge-based economy.

Study units

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

STUDY MODULE
301D13 Exchange Studies   15 cr

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

Free-choice Electives   15 cr

Students have the possibility to choose studies that are offered by all the campuses of Rovaniemi University of Applied Sciences. There are several courses given in English, from language studies to e.g. environmental issues. Also other professionally oriented courses offered by other institutions of higher education can be included in these studies, subject to approval by the co-ordinator.

Practical Training

STUDY MODULE
301D20 Practical Training   30 cr

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

year studies. The students give reports after the training periods.

Study units

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

Bachelor's Thesis

STUDY MODULE
301D21 Bachelor's Thesis **15 cr**

Study units

301D21A Bachelor's Thesis	**15 cr**

Maturity Test

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

School of Tourism and Hospitality Management

Degree Programme in Tourism, 210 cr (ECTS)

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

Each core study module of this degree programme incorporates principals that help co-ordinate integration between tourism, business and technology. In doing so, students study business and marketing, elements of WWW and Internet communications and techniques, and other innovative technologies that apply to tourism, hospitality, and transportation enter-

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

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

Degree Programme in Tourism 801D

Code	Study module/courses	cr	Schedule Year/semester
	BASIC STUDIES	**42**	
YH1	**Common Basic Studies**	**15**	
YH1C	Communication	3	1
YH1F	New Learning Environments	3	1
YH1G	Lapland as Part of the EU	3	3
YR1R	Entrepreneur, Enterprise and Society	3	1
YH1H	Basics of the Research and Development Process	3	2
801D1	**Programme-Specific Basic Studies**	**27**	
YR1X	Introduction to Business Planning	3	1
YR1Y	Introduction to Financial Management	3	1
YR1Z	Introduction to Marketing	3	1
PAL1L	Macroeconomics	3	1
PAL1J	Employment and Labour Legislation	3	1
PAL1K	English at Work	3	1
PAL1N / PAL1O	Swedish at Work Finnish for Beginners 1	3	1
PAL1M	Introduction to Information Technology	3	1
801D1A	Introduction to Tourism	3	1
	PROFESSIONAL STUDIES	**108**	
	COMPULSORY STUDIES	90	
801D2	**Tourism Operations**	**36**	
PAL2M	Human Resource Management	3	2
PAL2K	Contract Law	3	1
PAL2P	Marketing Research	3	2
PAL2N	Profitability Planning and Finance	3	2
PAL2J	Business Mathematics and Statistics	3	1
PAL2O	Business Communication	3	2
PAL2L	ICT Tools	3	1
801D2A	English Business Contacts	3	2
801D2B / PAL2Q	Swedish Business Communication / Finnish for Beginners 2	3	2
801D2C	Product Development, Quality Management and Sustainable Development	9	2–3
801D3	**Advanced Tourism Skills**	**36**	
801D3A	Reservation Systems and Intermediation	6	3
801D3B	The World of Tourism and Cultures	6	1
801D3C	Marketing Planning	6	2
801D3D	Travel Behaviour and Customer Flow Management	6	2
801D3E	Marketing of Services and Marketing Communication	6	3
801D3F	Destination Management	3	3
801D3G	Adventure Tourism	3	3
801D4	**Information Technology**	**18**	
801D4A	Creating WWW pages	3	2

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

Basic Studies	42 cr

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

STUDY MODULE
YH1 Common Basic Studies   **15 cr**

Study units

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

STUDY MODULE
801D1 Programme-Specific Basic Studies   **27 cr**

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

Study Units

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

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

Professional Studies	108 cr

STUDY MODULE
801D2 Tourism Operations   **36 cr**

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

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

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

Study units

PAL2M	Human Resource Management	3 cr
PAL2K	Contract Law	3 cr
PAL2P	Marketing Research	3 cr
PAL2N	Profitability Planning and Finance	3 cr
PAL2J	Business Mathematics and Statistics	3 cr
PAL2O	Business Communication	3 cr
PAL2L	ICT Tools	3 cr
801D2A	English Business Contacts	3 cr
801D2B	Swedish Business Communication	3 cr
PAL2Q	Finnish for Beginners 2	3 cr

801D2C	Product Development, Quality Management and Sustainable Development	9 cr

801D4E	ICT Systems for Business	3 cr
801D4F	Database Systems Development	3 cr

STUDY MODULE
801D3 Advanced Tourism Skills **36 cr**

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

Study units

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

STUDY MODULE
801D4 Information Technology **18 cr**

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

Study units

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

STUDY MODULE
801D6 Advanced Professional Studies **18 cr**

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

Study units

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

STUDY MODULE
801D5 Optional Advanced Professional Studies **15 cr**

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

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

Study units

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

801D5E	**Geschäftlich in Deutschland**	**3 cr**
	(German in Business)	
301D11A	**Français des affaires**	**3 cr**
	(French in Business)	
301D11B	**Français du tourisme**	**3 cr**
	(French in Tourism)	
801M6L	**El español de los negocios**	**3 cr**
	(Spanish in Business)	
801M6K	**El español de turismo**	**3 cr**
	(Spanish in Tourism)	
301L19A	**Russian in Business**	**3 cr**
301L19B	**Russian in Tourism**	**3 cr**

Free-choice Electives 15 cr

Students have an opportunity to choose studies offered by RAMK's all campuses. Several courses are given in English, from languages to environmental issues. Other professionally oriented courses offered by other institutions of higher education can also be included in these studies, but they have to be approved by the co-ordinator.

Practical Training

STUDY MODULE
801D7 Practical Training   30 cr

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

Study units

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

Bachelor's Thesis 15 cr

Completion of the thesis is a continuous process in tourism studies. Students solve a prac-

tical 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 concerning the thesis project. There is also a maturity test related to the thesis project.

6 Rovaniemi University Of Applied Sciences Degree Regulations

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

Rovaniemi University of Applied Science's educational task and degrees

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

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

In arranging and implementing degrees and studies, RAMK complies with the law (351/2003) and statute (352/2003) on universities of applied sciences. RAMK also complies with these degree regulations, directives based on the above law and statute, and RAMK's regulations.

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 and 2005 - 2006 the degree programmes mentioned in appendix 1 can be completed at RAMK.

Studies

The goals of university of applied sciences studies are specified in the statute (351/2003) on university of applied sciences studies.

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

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

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

Teaching language

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

Registering for a study unit

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

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

Period of study

The period of study is calculated from the scope of the curriculum, where 60 ECTS credits correspond to one academic year of studies.

In adult education and specialisation studies leading to a degree the period of study is based on the scope of the curriculum and the education implementation plan. The period of study of transferring students is based on the period of study of the student's previous university of applied sciences studies, the scope of the studies in the student's personal curriculum and the education implementation plan. The period of study of separate studies is based on the education implementation plan.

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

Registering as a student

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

Completion of a degree programme

A degree is granted upon written application by the student. The student has completed the degree programme when he or she has satisfactorily completed all the study units specified in the approved curriculum and has taken the maturity test.

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

Assessment and certificates

RAMK study units are graded on a scale of excellent (5), good (3-4), satisfactory (1-2), failed (0) or on a scale of passed (P) - failed (0). The performance requirements and principles of assessment of the study units are presented in the curriculum.

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

Completion of a study unit or part of study unit is recorded according to the date when the studies were approved.

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

Granting of certificates is mentioned in statute 352/2003 15 §.

Disciplining a student

RAMK considers dishonesty during an examination, plagiarising or other deceit as an action requiring disciplining (351/2003 § 28). Before the disciplinary issue is dealt with the student is informed of the offence he or she is suspected of committing and given a chance to be heard. If it is determined that the deceit has occurred, the examination is always rejected. Serving of a warning is decided by the president and suspension is decided by RAMK's board of directors.

Acceptance of students

Students are selected into degree programmes or lines according to decisions made by the Ministry of Education. Acceptance of students,

admission requirements and selection procedures are specified in the law 531/2003, statute 353/2003, statute 355/2003 and statute 352/2003 on university of applied sciences studies.

RAMK may accept a student to study and complete separate study units or study modules. Students accepted into a degree programme have the primary right to participate in the teaching of the study units.
A full-time student who has completed at least 43 ECTS credits / academic year at the previous university of applied sciences may be accepted as a transferring student.

Effectiveness
These degree regulations have become effective August 1, 2006.

Degree regulations, Appendix 1

RAMK's degree programmes and degrees in the academic year 2006 – 2007
By separate decision of RAMK, also as adult education

NATURAL SCIENCES (210 ECTS CR)

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

NATURAL RESOURCES AND THE ENVIRONMENT (240 ECTS CR)

The degree programmes lead to a Bachelor of Agriculture and Forestry degree

Rural Industries Programme
Graduates can use the title of Agronomist

Forestry Programme
Graduates can use the title of Forestry Engineer

TOURISM, CATERING AND DOMESTIC SERVICES (210 ECTS CR)

The degree programmes lead to a Bachelor of Hospitality Management degree

Tourism Programme
Graduates can use the title of Restonomi (AMK)
Hotel and Restaurant Management degree programme

Degree Programme in Tourism
Graduates can use the title of Bachelor of Hospitality Management / Restonomi (AMK)

Master's Degree Programme in Tourism

HEALTH CARE, SOCIAL SERVICES, AND SPORTS (210 ECTS CR /240 ECTS CR)

The degree programmes lead to a Bachelor of Health Care and Social Services degree or a Bachelor of Sports Studies degree

Physiotherapy Programme
Graduates can use the title of Physiotherapist

Nursing and Health Care Programme, lines:
Nursing
    Graduates can use the title of Nurse
Health Care
    Graduates can use the title of
    Public Health Nurse

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

Social Services Programme
Graduates can use the title of Sosionomi (AMK)

Planning of the degree programmes in Nursing and Health Care and Physiotherapy take into consideration the requirements for acquiring the right to practice a profession that are specified in the law (559/94) and statute (564/94) and statute (564/94) on health care professionals. The degree programme in Nurs-

ing complies with the regulations of EU directives 77/452/EEC, 77/453/EEC, 89/594/EEC and 89/595/EEC concerning education of a nurse responsible for general nursing.

MASTER'S DEGREE IN HEALTH CARE AND SOCIAL SERVICES (90 ECTS CR)

The degree programme leads to a Master of Health Care degree.

Master's Degree Programme in Health Promotion

TECHNOLOGY, COMMUNICATION AND TRANSPORT (240 ECTS CR)

The degree programmes lead to a Bachelor of Engineering (BEng) degree

Mechanical and Production Engineering Programme
Land Surveying Programme
Borealis Software Engineering Programme
Construction Engineering Programme
Information Technology Programme
Graduates can use the title of Bachelor of Engineering / Insinööri (AMK)

Degree Programme in Information Technology
Graduates can use the title of Bachelor of Engineering/ Insinööri (AMK)

SOCIAL SCIENCES, BUSINESS AND ADMINISTRATION (210 ECTS CR)

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

Degree Programme in International Business
Graduates can use the title of Bachelor of Business Administration/ Tradenomi

Degree regulations, Appendix 2

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

Approval of ECTS credits is based on the regulations concerning completion of a degree programme, assessment and certificates specified in RAMK's degree regulations.

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

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

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

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

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

If a student who has completed studies in an open university of applied sciences is selected as a degree programme student, the studies

completed in the open university of applied sciences are approved in accordance with the contents of the degree programme.

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

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

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

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

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