The North
Leads the way

STUDY GUIDE 2011–2012

Rovaniemen
ammattikorkeakoulu
University of Applied Sciences
LUC

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To the reader

Welcome to study at Rovaniemi University of Applied Sciences!

Higher education in Finland is currently undergoing development. Lapland's three higher education institutions have together built the Lapland University Consortium (LUC) with which we are strengthening our competence and clarifying the distribution of our work. The LUC allows us to provide our students more diversified education and individualised paths of study.

Our quality assurance system was audited by the Finnish Higher Education Evaluation Council (FINHEEC) in 2009 and found to be functional. This is an indication that we are effectively implementing our two basic tasks: education as well as research and development. Our objective is to ensure that our students receive quality services.

By listening to the experiences and views of our students we ensure continuous development of our operation. Each student can influence the quality of the education we provide through our student feedback system. I hope each student provides feedback about individual study units and by responding to the annual student satisfaction questionnaire.

I wish both students and staff a great academic year 2011—2012.

Martti Lampela
President

Student union's greeting

WELCOME TO NEW CAMOS MEMBERS!

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

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

The student union is comprised of members, a body of representatives and a board. The election of representatives is soon at hand. Stop in the office to fill out a candidate nomination form, campaign and take a landslide victory as a new representative. As the name implies, the body of representatives represents all members and exercises the highest decision-making power in the student union. The board is the student union's working body, which takes care of the union's practical matters. The representatives also name the board members. The Camos office is run by the secretary, who manages the student union and assists the board in looking after the interests of the students.

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

Get a boost for you studies and life through the student union!

Best regards, Marjo Laukkanen
Chairperson of the board
Rovaniemi University of Applied Sciences
Student Union Camos
pj.camos@ramk.fi,
tel. +358 45 261 2630
www.camos.fi

Contents

1 Rovaniemi University of Applied Sciences 6
1.1 Structure of Finland's education system 6
1.2 The task of Rovaniemi University of Applied Sciences (RAMK) 6
1.3 Administration 7

2 Studying at the university of applied sciences 8
2.1 Education during the academic year 2011—2012 8
2.2 Schedules of the academic year 8
2.3 Registering as an attending or non-attending student 8
2.4 Structure of studies 9
2.5 Studying 10
2.6 Counselling and tutoring 11
2.7 Education development and study support services 12
2.8 Computer network services 12
2.9 Chargeable certificates 12
2.10 Study-related social benefits 12
2.11 Student health care 15
2.12 Study psychologist 18
2.13 International activities 18
2.14 Language education 19
2.15 Library and information services 19
2.16 Career and recruitment services 20
2.17 Lapland Sports Academy 20

3 Other learning environments 22
3.1 InnoAcademy 22
3.2 ENVI – Virtual Centre of Wellness Campus 22
3.3 RAKKA Fitness Testing Station 23
3.4 Open University of Applied Sciences education 23
3.5 Provincial University of Lapland 24
3.6 Summer University of Lapland 24

4 Common studies 26
4.1 RAMK's common basic studies 26
4.2 Business expertise and entrepreneurship 26
4.3 Free-choice electives 27
4.3.1 Language and communication studies 27
4.3.2 Studies offered to RAMK students by the University of Lapland 28
4.4 Schedules of free-choice elective studies 29

5 English degree programmes 31
School of Technology ***32***
Degree Programme in Information Technology, 240 cr 33

School of Tourism and Hospitality Management ***40***
Degree Programme in Tourism, 210 cr 41

School of Business and Administration ***46***
Degree Programme in Innovative Business Services, 210 cr 47

6 Degree regulations of Rovaniemi University of Applied Sciences 53
Degree regulations, Appendix 1 58
Degree regulations, Appendix 2 60
Act on Universities of Applied Sciences 61
Decree on Universities of Applied Sciences 71

Contact information 79

1 Rovaniemi University of Applied Sciences

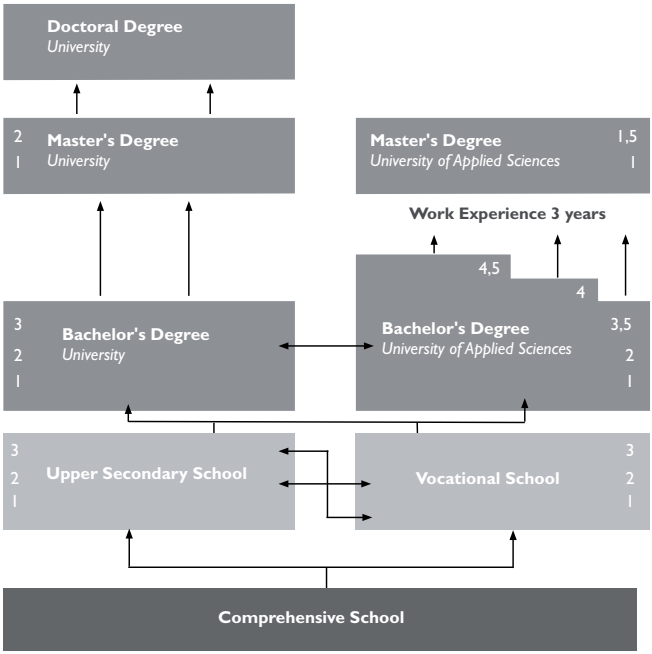
1.1 Structure of Finland's education system

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

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

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

FINLAND'S EDUCATION SYSTEM



1.3 Administration

RAMK's administration is governed by the Act and Decree on Universities of Applied Sciences and specified on that basis in RAMK's regulations. Where applicable, RAMK's 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 Act on UAS and RAMK's regulations.

Composition of the board of directors (alternates in parentheses)

Chairman, President Martti Lampela
Other representatives of management:
Director Kerttu Oikarinen
(Director Päivi Mastosaari)
Director of Education Development
Outi Hyry-Honka
(Director of Strategic Development Jouko Tiirola)

Teachers' representatives:

Principal Lecturer Jorma Hietanen
(Senior Lecturer Jaakko Naasko)
Senior Lecturer Tero Leppänen
(Principal Lecturer Matti Rahkala)

Representative of other full-time staff:

Co-ordinator Niina Riihiniemi

Representatives of full-time students 1.1.–31.12.2011:

Tuula Kääntä (Riikka Gullstén)
Marjo Laukkanen (Henri Nissinen)

Representatives of industry and working life:

Head Nurse Marjatta Vapa (Jorma Manninen)
Managing Director Pirkka Salo
(Communications manager Heikki Kontiosalo).
Secretary, Executive Secretary Aila Lehtoniemi

President

RAMK's president is Martti Lampela.

Degree programmes and fields of study

Students are accepted into a degree programme or a certain line of a degree programme. The head of the degree programme is responsible for the programme's practical operation. The fields of study at RAMK are grouped into three main fields located on separate campuses. Each of the campuses is headed by a director. A director of education development is responsible for the development of education on all the campuses.

Teachers

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

Student union

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

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

2 Studying at the University of Applied Sciences

2.1 Education during the academic year 2011—2012

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

2.2 Schedules of the academic year

RAMK's academic year begins on 1.8.2011 and ends on 31.7.2012. The academic year is divided into autumn and spring semesters. Certain degree programmes may also include studies during the summer semester.

Teaching and practical training for starting students is arranged from 1.9.2011 to 18.6.2012. Teaching and practical training for continuing students is arranged from 1.8.2011 to 18.5.2012.

Graduation ceremonies are held in December and May. Christmas vacation is during weeks 51 and 52.

Grade assessment committee meetings

Friday, 16.9.2011, certificates signed on 23.9.2011
Friday, 14.10.2011, certificates signed on 28.10.2011
Friday, 18.11.2011, certificates signed on 25.11.2011
Friday, 9.12.2011, certificates signed on 19.12.2011
Friday, 13.1.2012, certificates signed on 20.1.2012
Friday, 17.2.2012, certificates signed on 24.2.2012
Friday, 16.3.2012, certificates signed on 23.3.2012
Friday, 13.4.2012, certificates signed on 20.4.2012
Wednesday, 16.5.2012, certificates signed on 25.5.2012
Monday, 11.6.2012, certificates signed on 18.6.2012

General examination dates

Monday,	29.8.2011	16:30-19:30
Monday,	26.9.2011	16:30-19:30
Monday,	24.10.2011	16:30-19:30
Monday,	21.11.2011	16.30-19.30
Monday,	12.12.2011	16:30-19:30
Monday,	23.1.2012	16:30-19:30
Monday,	20.2.2012	16:30-19:30
Monday,	19.3.2012	16:30-19:30
Monday,	16.4.2012	16:30-19.30
Monday,	7.5.2012	16:30-19.30
Monday,	4.6.2012	16.30-19:30

2.3.1 Registering as an attending or non-attending student

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

REGISTRATION PERIODS

Continuing students

Students completing their studies during the normal period:

The registration period is 14.4.-31.7.
Registration via WinhaWille

Students not completing their studies during the normal period by 30.6:

(Study time does not need to be applied for separately)
The registration period is 14.4.-31.7.
Registration via WinhaWille

Students not completing their studies during the normal period by 31.12:

(Study time does not need to be applied for separately)

The registration period is 1.1.-13.1.

Registration via WinhaWille

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

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

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

More information about registration and the rights and obligations of attending and non-attending students as well as loss of the right to study because of neglecting to register is given at *http://www.ramk.fi/en/Studying/Practical_Tools/Forms.iw3*.

2.4 Structure of studies

Both Bachelor's and Master's degree studies can be completed at RAMK. The goal is that the recipient of a Bachelor's degree is able to work independently as a specialist, in development work or as an entrepreneur in his or her field.

The goal of Master's degree studies is to give the student the skills needed to work in a demanding specialist's job.

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

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

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

Basic studies develop students' study skills and language skills and provide them with basic knowledge needed in research and development work. Students also become familiar with the core concepts and theoretical and professional principles of their field.

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

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

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

Supervised practical training that enhances professional skills familiarises students with the main practical tasks associated with their field and the application of knowledge and skills in working life. Depending on the degree programme, the scope of practical training is 30—100 ECTS credits.

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

The goal of the Master's thesis (30 ECTS credits) completed in conjunction with a Master's degree programme is to develop and indicate the ability to apply research data and

use selected methods to outline and solve problems in working life, and readiness to work independently in a demanding specialist's job. The thesis includes a maturity test that indicates skill in Finnish and familiarisation with the field.

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

2.5 Studying

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

Individual study plan

The curriculum presents the study units of the degree programme and their objectives and learning outcome. Based on the curriculum, students compile an individual study plan (ISP) together with their tutor, in which they plan the progress and manner of completing their studies in detail, e.g. they choose their line-specific studies and free-choice electives. In compiling the individual study plan, credits may be given for previously acquired competence. A transfer of credits for previously acquired competence must be applied for during the first semester. Instructions for transferring credits are given in Appendix 2 of the Degree Regulations in Chapter 6: Recognition and approval of competence acquired earlier on the basis of a transfer of credits.

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

Registering for study units

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

Starting students register for their first-year study units at the beginning of the academic year. Continuing students register for the next academic year's study units during the spring semester.

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

Detailed instructions on registering for study units and registration periods are given at *http://www.ramk.fi/en/Studying/Practical_Tools/Registering_for_Study_Units.iw3*.

Assessment of competence

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

Study unit examinations are arranged in conjunction with the study units and on general

examination dates. Students must sign up in writing for examinations held on general examination dates at least two weeks in advance.

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

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

Rectification of assessment of study performance

A student dissatisfied with an assessment of study performance or an approval of transferable credits may ask the assessing or approving teacher for a rectification within 14 days after the student has received the results of the assessment or approval and has come to know how the principles of assessment have been applied in his or her case. A student dissatisfied with the teacher's decision may request a rectification of the decision from RAMK's board of examiners within 14 days after receiving notification of the decision (Act 351, § 27).

Board of examiners (alternates in parentheses)

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

WinhaWille student interface of the student register

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

Study credits and partial credits can also be printed out using WinhaWille. Registering as an attending or non-attending student and registering for study units is also done using WinhaWille.

Students are given a personal username and password for WinhaWille by the computing support on their campus. Detailed instructions on using WinhaWille can be found at: *http://www.ramk.fi/en/Studying/Practical_Tools/Registering_for_Study_Units.iw3*.

Applying for a degree

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

More information on applying for a degree can be found at *http://www.ramk.fi/en/Studying/Practical_Tools/Forms.iw3*.

2.6 Counselling and tutoring

RAMK's student counselling is based on a holistic counselling model. The objective of counselling is to provide students in different phases of their studies support that they need in their studies, wellness and advancement in their professional career through RAMK's counselling and support service network.

Each student group is assigned a teacher tutor. The teacher tutor introduces students to studying and the higher education institution community, helps them compile and update their individual study plan and monitors their progress in their studies in arrival and development discussions. Starting students also receive support from student tutors assigned to their student group.

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

Information related to studying and student counselling is found on RAMK's web site under the Studying tab. The information covers the

following topic areas: starting students, student services (IT services, wellness and sports, career and recruiting, meals and financial aid), counselling and tutoring, practical tools (e.g. work order, forms, email), practical training, international activity, thesis project, graduation and working life, library, language centre and student union Camos. Additional information about these topics is also given in this study guide.

2.7 Education development and study support services

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

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

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

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

The services are located at the following addresses:

Rantavitikka Campus, Jokiväylä 13:
Adult education development services
International affairs unit
Sports services
Study psychologist
Career and recruitment services
Online and multi-format education support

Yliopistonkatu 8:
Open university of applied sciences
Financial aid committee
Admissions office
Student register

2.8 Computer network services

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

2.9 Chargeable certificates

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

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

2.10 Study-related social benefits

Financial aid

To help finance their studies, students can apply for financial aid for institutions of higher education in accordance with the Financial Aid Act from Kela's financial aid centre. The general conditions for receiving financial aid are acceptance to an educational institution, full-time study and progress in studies, and a need for economic support (Financial Aid Act, § 5).

Financial aid for foreign students

If you are not a Finnish citizen, you may be entitled to financial aid with education in Finland if

- you are registered as a permanent resident of Finland in the population register system and
- your purpose for residence in Finland is something other than education (for example, work, family ties or return migration).

If you are in Finland for the express purpose of attending school, you are not eligible for financial aid from Finland.

Kela's Internet site contains detailed information about financial aid at *www.kela.fi*. More information about financial aid and related instructions are also available on RAMK's web site at *http://www.ramk.fi/en/Studying/Student_Services/Study-related_social_benefits.iw3*.

Applying for financial aid

Students apply for financial aid using Kela's form OT2. The form can also be filled out online using Kela's customer service at: *www.kela.fi/in/internet/suomi.nsf/alias/asiointi*. Students can access the service using their own online bank username. An online application speeds up processing of the application.

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

Financial aid period

Financial aid is granted for the normal study period of a degree programme, which is 3.5 years for a 210-credit programme and 4 years for a 240-credit programme.

If a student does not graduate within the normal period, he/she can apply for financial aid for studies that exceed the normal period by submitting a new application to Kela's financial aid centre. The maximum aid period is 42 months for a 210-credit programme (max. 45 mo. for studies begun before 1.8.2005) and 46 months for a 240-credit programme (max. 50 mo. for studies begun before 1.8.2005). If the student does not graduate within the maximum period, for exceptional reasons he/she may be eligible for a maximum of 9 additional months of financial aid.

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

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

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

Summertime financial aid

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

Financial aid for international exchange studies

Students may also apply for financial aid for studies completed abroad. The educational institution's certificate of studies completed abroad (Learning Agreement) must be enclosed with the notification of a change in circumstances that is submitted to Kela. Financial aid for studies completed abroad is equal to aid granted in Finland, loan security is higher (€ 440/mo. until 31.7.2011, € 600/mo. from 1.8.2011 on), compensation for living expenses may be higher (€ 210/mo.), but in some countries with a lower rent rate it may be lower than in Finland (€ 58.87–€ 109.23/mo.).

Monitoring progress in studies

Progress in studies of students receiving financial aid is monitored yearly. Progress is monitored on the basis of credits in the record of credits and the number of months of financial aid received. Progress in studies is considered sufficient and entitles the student to receive financial aid if the student completes an average of 5 credits per month of aid (until 31.7.2011 the criterion for sufficient progress in studies has been 4.8 credits). If studies do not progress sufficiently and the student cannot present valid reasons for the delay, payment of financial aid may be discontinued.

Financial aid committee

RAMK has a financial aid committee whose primary task is to monitor the progress in studies of students receiving financial aid. The committee provides statements on progress in studies to Kela. The committee also specifies the sufficient scope of studies completed in the summer and studies completed abroad outside of an exchange programme. The financial aid committee's operation is based on the Financial Aid Act (1994, 65, § 9 and § 9a).

RAMK's financial aid committee has eight members, half of which are student members. The chairperson of the committee is Director of Education Development Outi Hyry-Honka, tel. +358 20 798 5403, the presenter/secretary is Co-ordinator Vuokko Kononen, tel. +358 20 798 5404, and the vice-secretary is Co-ordinator Maija Törmänen, tel. +358 20 798 5476.

Monitoring the income of recipients of financial aid

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

Starting year and graduating year:

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

Meal benefit

Students studying in a university of applied sciences degree programme are entitled to a € 1.77 discount from the price of student meals in all student cafeterias belonging to the meal benefit system. Students in specialisation programmes are also entitled to the meal benefit if they are entitled to receive financial aid. Students can get the reduced price by presenting a student organisation's membership card or Kela's meal benefit card.

Adult education financial aid

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

Other forms of support

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

Student housing

The best student housing in Rovaniemi

WHERE. You can find student housing in Rovaniemi if you surf straight to Domus Arctica foundation's home page at *www.das.fi*. DAS has 1033 apartments intended exactly for students. The DAS apartments are just around the corner from the campuses and their prices vary according to size, furnishings and location. DAS offers clubrooms and reading rooms, recycling rooms, fitness centres, saunas, laundry rooms

and playgrounds. Take your roommate along and pursue a hobby or sport! Customer service loans tools for furniture assembly, board games for evenings spent with friends and sewing machines so you can sew curtains.

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

CHOICES. Living together is inexpensive and sports facilities are just around the corner on Kuntotie, where housing costs € 230/mo, on average. One-room apartments for demanding city singles can be found at Anninportti and Vellikellot next to the university and on Ukkoherrantie in the middle of town for € 320—€ 440/mo. Rent includes water, electricity and an Internet connection. An additional fee is charged for use of a fitness centre, a parking place with a block heater connection, a family sauna turn or a fully furnished apartment.

SERVICES. As the Internet is a part of your studies and free time, the DAS apartments offer an Internet connection for surfing and studying. Nearly all the housing services you need function on DAS's web site, for example making a web access agreement, changing apartments, reporting a fault and serving notice of termination. If your life situation changes you can change apartments. You can look for an apartment together with your friend!

EASY. DAS's deposit is small, and there are no other thresholds in your way when you move into a DAS apartment. Residents living together pay € 170 each, residents living alone pay € 260 and couples pay € 430. The deposit ensures that the resident fulfils rental obligations and it covers possible cleaning or other expenses. Upon termination of the rent contract and after the apartment is inspected, the deposit is returned.

APPLY NOW. Click *www.das.fi*, call, send e-mail or visit the DAS office for more information. You can apply for DAS housing anytime. The application is in effect for three months, and it is easiest to extend the period of effectiveness at *www.das.fi* /hakemuksen uusiminen. You may also call or send e-mail. We offer vacant apartments daily. New students starting their studies have priority to apartments that are vacant beginning 1.8. and 1.9.

DAS – student-friendly apartments!
DOMUS ARCTICA FOUNDATION
Ylikorvantie 28 A, FI-96300 ROVANIEMI
Phone +358 20 769 9180, Fax +358 20 769 9188
e-mail dasaspa@das.fi
www.das.fi

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

Accident insurance

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

2.11 Student health care

RAMK students' health care

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

You can visit the health care nurse whenever you need help in matters related to your health and wellness or if you become ill. The health care nurse also conducts health examinations when needed and advises patients to visit a specialist, if necessary. Student health care also includes matters related to contraception, vaccinations and health advice related to travel. You can also visit the health care nurse to discuss mental health or substance abuse issues.

Student health care services include visits to the health care nurse, online visits and visits to

the doctor. Doctor's services are also provided by the health care centre's health care teams. Emergency and first aid services are available at Lapland Central Hospital. Dental services are arranged by the City of Rovaniemi.

Visits to the health care nurse are free of charge. A health care centre fee is charged for visits to the doctor to treat an illness.

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

Visiting hours:

The office is open
Mon–Thu 8:00–16:00
Fri 8:00–14:00.
Appointments can be made by phone or e-mail.
Telephone service 11:30–12:30.

Health care nurse:

Minna Lohela
Rovaniemi University of Applied Sciences
Telephone service 11:30–12:30
Tel. +358 40 829 4152
minna.lohela@rovaniemi.fi

Online student health services

This online service allows RAMK's students to contact a nurse via the Internet. More information at: *http://www.rovaniemi.fi/nettivastaanotto*.

Dentist's services

The City of Rovaniemi's health care centre's dentist's services are available only in cases of an acute toothache. Appointments are made by phone, +358 16 322 2562.

Doctor's services are available only in emergencies and first aid cases.

Health care teams

The city of Rovaniemi is divided into seven areas served by health care teams: Ounastiimi, Uittotiimi, Kairatiimi, Rovatiimi, Saarentiimi, Etelätiimi and Pohjoistiimi.

Each student has a treatment team which is determined by the area in which the student's street address is located. Each team serves four areas and is comprised of four GPs – one per area – two nurses and one or two assistants. A person in need of medical help must primarily make an appointment with his/her own treatment team and GP. The health care teams also have GPs' and nurses' reception times set aside during normal office hours for urgent cases of illness. In non-urgent cases of illness, estimation of the need for treatment is done immediately by phone or during an appointment with a nurse within three days of the first contact.

The visiting hours of the health care teams are 8:00–16:00, Monday to Friday. You can phone directly to your own area's number. (Try to avoid the rush hours, 8:00–10:00.)

Sairaalakatu health care teams:

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

Pulkamontie health care teams:

Saarentiimi, tel +358 16 322 4575 (Saarenkylä, Syväsenvaara, Nivavaara, Vitikanperä)
Etelätiimi, tel +358 16 322 4555 (Yläkemijoki, Alakemijoki, Ranuantie)
Pohjoistiimi, tel +358 16 322 4565 (Ylikylä, Ounasjokivarsi, Pellontie, Sodankyläntie, Kemijärventie)

First Aid

First aid station for emergency cases
Address: Lapland Central Hospital, Ounasrinteentie 22
8:00-22:00, phone +358 16 328 2140
22:00-8:00, phone +358 16 328 2100
Open every day from 8:00 to 22:00

It is not possible to make an appointment for first aid; waiting time can last up to several hours. It is very advisable to get in touch with

the first aid clinic or your own health care team before leaving, so they can determine if you need urgent treatment or if your illness can be treated by phone or by visiting your own GP.

Emergency patients (reception within 24 hours):
An emergency or urgent situation ensues from an acute sickness or accident in which the seriousness of the case warrants treatment within 24 hours.

Examples: chest pain, difficulty breathing, stroke, severe dizziness, unconsciousness, sudden confusion, a bleeding wound, suspected bone fracture, sudden gastric pain, risk of miscarriage, difficult ear pain (the child doesn't stop crying even after administration of analgesics), high fever and poor condition, burns, dehydration following diarrhea or vomiting, acute back pain with numbness in the lower extremities, difficult allergic reaction, etc.

Urgent patients (reception within 1-3 working days):
In urgent situations you must contact your own health care team by phone. The teams have times set aside for this purpose. The teams serve from 8:00 to 16:00.

Examples: tonsillitis, acute and subacute viral infections, sinusitis, conjunctivitis, suspected otitis without strong symptoms (including children), allergic signs, back pain, suspected venereal disease, vaginitis, prostatitis, adults' minor urinary infections, exanthemas, etc.

Foreign students' health care centre services and fees
Citizens of the Scandinavian countries, Australia, Great Britain and Ireland:
€ 13.70/visit (Mon–Fri 8:00–20:00)
€ 18.80/visit Mon–Fri 20:00–22:00 and weekends
€ 27.40 nighttime on-call fee (22:00–08:00)
Citizens of the EU and EEC countries and Switzerland:
€ 13.70/visit (Mon-Fri, 8:00–20:00)
€ 18.80/visit Mon-Fri 20:00-22:00 and weekends
€ 27.40 nighttime on-call fee (22:00–8:00)

NOTE! When you visit the health care centre you must present your European Health Insurance Card or temporary certificate acquired in your home country.

If you do not have a card, the fee is € 125.60/visit.
Emergency dental care € 20—€ 40/visit
Tel: +358 16 322 2562

Citizens of other countries:
€ 126.60/visit
Emergency dental care € 77.10/visit
Tel: +358 16 322 2562

The fees must be paid in cash or with a bank card in conjunction with the visit.

For more information, contact Raija Juopperi, tel. +358 16 322 4423, Sairaalakatu 1, Sairaalakatu health care station.

NOTE! Health care nurse's services in student health care are free of charge for everybody.

A foreign student who comes to Finland to study for at least two years is usually given a municipality of domicile in Finland and is thereby eligible to receive municipal health care services. Such a student should present proof of estimated study time to the Registry Office (certificate from RAMK).

This information is needed to determine the foreign student's municipality of domicile. If the municipality of domicile is Rovaniemi, the same health care centre services and fees apply to the student as to other residents of the municipality:
Health care centre annual fee: € 27.40
Visit to the doctor: € 13.70
Emergency clinic fee, 20:00-22:00 on weekdays and 8:00–22:00 on Saturdays, Sundays and holidays: € 18.80
Night time emergency clinic fee, 22:00–8:00: € 27.40 per visit
Uncancelled appointment: € 33.80

Private doctors in Rovaniemi
Terveystalo Rovaniemi
Revontulikeskus, Koskikatu 27 B, 5th floor
Tel. +358 20 789 7012

THIRD-COUNTRY NATIONALS ENTERING FINLAND FOR THE PURPOSE OF STUDYING IN AN EDUCATIONAL INSTITUTION IN FINLAND ARE REQUIRED TO HAVE HEALTH INSURANCE UNDER THE ALIENS ACT

2.12 Study psychologist

Students who face difficulties, primarily in their studies, should first contact their teacher tutor. However, while studying a student may experience periods when additional support for his/her own wellness and/or progress in studies is necessary.

RAMK is seeking to also arrange study psychologist's services for students. A search is ongoing.

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

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

2.13 International activities

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

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

RAMK's students can complete part of their studies and practical training belonging to their studies abroad. Studies and practical training are supported with grants. Each student at RAMK has an opportunity to participate in international studies even without going abroad. Foreign lecturers visit RAMK and students may have foreign exchange students as classmates. It is possible to complete study units entirely in English. It is also possible to internationalise by becoming an international student tutor or being a sponsor family for international students.

RAMK has a joint international relations office that serves both students and staff in all matters related to internationality. Each campus also has an international affairs co-ordinator.

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

Director of International Affairs Development
Matti Lempiäinen
Jokiväylä 11 C
Tel. +358 20 798 5727

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

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

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

2.14 Language and communication education

The Lapland University Consortium's Language Centre organises language and communication education. The Language Centre's tasks include planning and implementing language, culture and communication education in accordance with RAMK's degree regulations and curricula and needs in various fields. The Language Centre authorises transfers of credits and statutory exemptions in language and communication studies. In addition to education specified by the degree regulations, the Language Centre also offers Lapland's HEI students free-choice electives in language, culture and communication studies. The Language Centre also offers tailored education for the consortium's staff and external customer groups. The Language Centre also provides the consortium's internal translation and language editing services.

The Lapland University Consortium's Language Centre is the joint language centre of Kemi-Tornio University of Applied Sciences, the University of Lapland and Rovaniemi University of Applied Sciences. It is comprised of the language and communication education units of the HEIs. The Language Centre operates physically within each of the three HEIs.

The Language Centre's contact information at RAMK:
kielikeskus@ramk.fi

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

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

2.15 Library and information services

The Lapland University Consortium library operates on RAMK's three campuses. The library offers students reference material in both printed and electronic format, instruction and information services, and facilities and work areas. Instruction in information literacy is included in the curriculum in orientation studies, principles of research and development and the thesis project.

The library's collections are in line with the fields of study, and they include scientific and professional material primarily in Finnish and English. The library's collections can be browsed in the Lapland University Consortium library's Juolukka database *(https://juolukka.linneanet.fi)*. The electronic material is accessible through the Nelli portal.

The library's open hours, services, rules, current bulletins, etc., can be found on the Lapland University Consortium library's web pages *(http://www.luc.fi/kirjasto)*.

Library locations at RAMK:

Lapland University Consortium Library
RAMK, Jokiväylä
Jokiväylä 11
96300 ROVANIEMI
Tel. +358 20 798 5427

Lapland University Consortium Library
RAMK, Porokatu
Porokatu 35
96400 Rovaniemi
Tel. +358 20 798 5424

Lapland University Consortium Library
Tourism
Viirinkankaantie 1
96300 ROVANIEMI
Tel. +358 20 798 5426

2.16 Career and recruitment services

RAMK's career and recruitment services support the advancement of relations with working life that students formed during their studies and the employment of recent graduates. Co-operation initiated during their studies brings results, as nearly one-fourth of RAMK's students are employed by the companies with which they formed contacts during their studies.

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

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

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

2.17 Lapland Sports Academy

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

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

Daytime or adult students who have confirmed their student place at RAMK may apply to Lapland Sports Academy with a "RAMK application form", available at www.lapinurheiluakatemia.fi. The application period ends on 9.9.2011. Students are selected to the Sports Academy from among daytime and adult students on the basis of their sports achievement on 12.–16.9.2011.

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

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

The contact persons at the Ounasvaara Campus are Kalle-Pekka Tiihonen
tel. +358 20 798 5610
kale.tiihonen@ramk.fi

and Mika Rahkola
tel. +358 20 798 5635
mika.rahkola@ramk.fi

The contact person at the Rantavitikka Campus is Kari Peisa
tel. +358 20 798 5347
kari.peisa@ramk.fi

3 Other learning environments

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

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

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

InnoAcademy operates as an authentically open, multi-field learning environment. It forms a network between RAMK's different campuses and through the Lapland Institute for Tourism Research and Education. Its operation also emphasises internationality, as the learning environment offers learning opportunities for students from different countries and cultures.

More information
InnoAcademy
Coaches
Viirinkankaantie 1, 96300 Rovaniemi
MTIInnoakatemianvalmentajat@ramk.fi

3.2 ENVI – Virtual Centre of Wellness Campus

The requirements of competence in working life and basic education in the wellness sector and advances in wellness technology have increased educational challenges in both continuing education and basic education. Professional work in the field of health care is multi-professional collaboration. Professional ethics and patient safety must always be foremost in situations involving customers and patients. Competence is based on studied, evidence-based knowledge. ENVI is an interactive virtual learning environment for practicing practical care and service processes or individual care situations. ENVI simulates multi-sensory, authentic-feeling work situations in the health care and social service sector that promote active thinking and learning while working. In the ENVI - Virtual Centre of Wellness Campus it is possible to safely practice:

- management of rapidly changing situations: rescue, first aid and emergency care, emergency and crisis situations, ambulance transports, care of emergency, intensive care and surgery patients.
- professional interaction: speaking about concerns and interaction skills, professionally ethical decision-making, health promotion and patient guidance
- multi-professional teamwork: deepening one's multi-disciplinary knowledge base, clinical know-how, planning of care and service, online recording, rehabilitative work

- ability to apply wellness technology: consultation and utilisation of remote technology, online consultation and clinic activity, device technology and IT applications in health care, home security and monitoring systems.

ENVI also makes it possible to vary the difficulty of the situations, thus allowing students to acquire new knowledge related to their work. Learning is based on descriptions of the events based on working life, which are implemented using virtual and simulation technology.

3.3 RAKKA Fitness Testing Station

RAMK's Ounasvaara Campus has a top-quality, modern RAKKA Fitness Testing Station for measuring and analysing functional capacity and performance. It is a multi-field environment that supports learning in the health care, rehabilitation and sports sectors. It offers good possibilities to integrate theory and practice with the goal of strengthening students' competence. As a learning environment RAKKA enables a flexible learning process that allows different kinds of learners understand the practices of their own professional field. The top technology of the testing station enables high-quality, reliable research, development and innovation. At the same time RAKKA functions as an information and service point for recreational, professional and top athletes as well as physically active people interested in their own health. It operates in close co-operation with the Lapland Sports Academy, measuring the performance of its students.

RAKKA, the joint fitness testing station of RAMK's Sports and Leisure Studies Programme and Lapland Sports Academy, is part of the development work of the Ounasvaara Campus, which seeks to create a high-quality, nationally unique centre of learning, research and innovation in the health care, physiotherapy and sports sectors. This development is supported by numerous national and international EU projects and research efforts.

On the Ounasvaara Campus RAMK students together with teachers and other staff members work with customers, partners and specialists in different fields. Through this collaboration ideas become functional innovations, service entities and products that are concretised in students' thesis projects.

3.4 Open university of applied sciences education

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

The education is arranged during the day, in the evening and on weekends. Studies consist of contact teaching and online studies. The curriculum and more information about open university studies can be found at *http://www.ramk.fi/avoinamk* and the Provincial University of Lapland's web site at *www.maakuntakorkeakoulu.fi*.

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

Registration for open university of applied sciences study units is done at *http://www.ramk.fi/ilmoittautuminen*. Credits received from open university of applied sciences studies may be transferred in accordance with RAMK's degree regulations (chapter 6).

Additional information
Student Affairs Officer
Seija Enbuske
Open university of applied sciences office
Yliopistonkatu 8, 96300 Rovaniemi
Tel. +358 20 798 5399
seija.enbuske@ramk.fi

Education Co-ordinator
Niina Riihiniemi
Open university of applied sciences office
Yliopistonkatu 8, 96300 Rovaniemi
Tel. +358 20 798 5402
niina.riihiniemi@ramk.fi

3.5 Provincial University of Lapland

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

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

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

The diversified and regionally broad open education offered by the Provincial University of Lapland makes it possible to complete higher education degree studies everywhere in Lapland. Information about education provided by the Provincial University of Lapland can be found at *www.maakuntakorkeakoulu.fi*. Make use of this possibility when compiling your study plan!

3.6 Summer University of Lapland

The Summer University of Lapland is a free education institution that arranges open university studies in co-operation with Lapland's higher education institutions (Lapland's HEIs' open higher education). A specific task of the Summer University of Lapland is to supplement and diversify study options by offering studies from other higher education institutions and universities. RAMK's students can include summer university studies in their free-choice electives.

The Summer University of Lapland operates all year round. Most studies begin in the autumn and the beginning of the year. Language studies, in particular, are arranged in the summer. Credits from basic language studies can be transferred to RAMk's degree programmes. In planning the

education we offer, we take into consideration education initiatives we receive. Open education is intended for everyone regardless of their basic education.

The Summer University of Lapland also offers supplementary professional education, particularly language and international studies, secondary school courses and university studies for the elderly. Education is mainly provided in Rovaniemi, Kemi and Tornio and/or as distance education and online studies. Information about education offered by the Summer University of Lapland can be found on the summer university's home page at *www.lapinkesayliopisto.fi*. and on the Provincial University of Lapland's web site at *www.maakuntakorkeakoulu.fi*.

Contact information:

Education Co-ordinator Päivi Hinno
paivi.hinno@lapinkesayliopisto.fi or
tel. +358 400 792 396

Summer University of Lapland
Toripuistikko 5-7
96200 Rovaniemi
Tel. +358 20 798 5290

Open higher education
Joint office of Lapland's HEIs,
University of Lapland
E-wing, Yliopistonkatu 8

info@lapinkesayliopisto.fi
www.lapinkesayliopisto.fi

4 Common Studies

4.1 RAMK's common basic studies

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

Content

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

Study units

YH1J	**Orientation studies**	**5 cr**
YR1AC	**Innovations and entrepreneurship**	**5 cr**
YH1I	**Principles of research and development**	**5 cr**

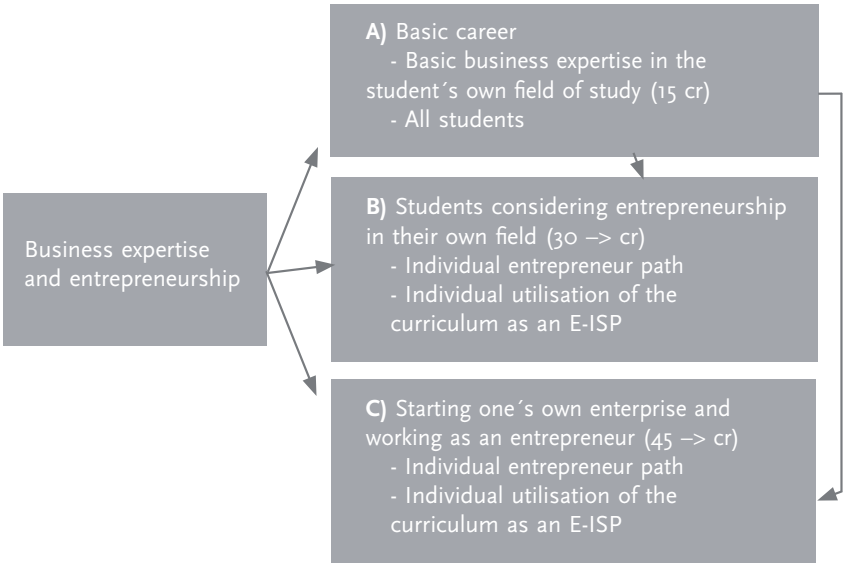
The fields of study may also include common field-specific basic studies.

English study units are presented separately.

4.2 Business expertise and entrepreneurship

The curricula of all the degree programmes contain common basic studies related to entrepreneurship and at least 10 credits of compulsory business operation and entrepreneurship studies as a part of professional studies.

Students may additionally construct an entrepreneur path for themselves (E-ISP), which supports the development of their entrepreneur skills and their becoming an entrepreneur.



4.3 Free-choice electives

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

Free-choice electives arranged by RAMK are: language and communication studies and general free-choice electives.

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

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

4.3.1 Language and communication studies

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

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

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

Starting level testing and activation studies in English and Swedish

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

Studies in Swedish and language legislation

The Decree on UAS (352/2003) specifies that students must prove, in the studies included in their university of applied sciences degree or otherwise, that they have acquired such skills in Finnish and Swedish as are, according to the act concerning the language skill required of a public official (424/2003), required of officials functioning in a bilingual office requiring a higher education degree

and which is necessary from the viewpoint of practicing a profession and professional development.

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

4.3.1 Studies offered to RAMK students by the University of Lapland

The Lapland University Consortium's study units for the academic year 2011-2012 that promote mobility are posted on the University of Lapland's web site at: *https://weboodi.ulapland.fi/lay*

The study units are presented in different study guides under the heading "Lapland University Consortium's common study units". The web pages also contain registration instructions.

4.4 Schedules of free-choice elective studies

Free-choice elective language studies in the academic year 2011–2012

			Autumn weeks 37–50 13.9.–15.12.2011					Spring weeks 2–20 10.1.–18.5.2012				
Language and Communication Studies	**Code**	**ects cr**	**Mon 12:30-16:00**	**Tue 12:30-15:00**	**Tue 12:30-16:00**	**Wed 14:00-16:00**	**Thu 16:30-18:00**	**Mon 12:30-16:00**	**Tue 12:30-15:00**	**Tue 12.30-16:00**	**Wed 14:00-16:00**	**Thu 16:30-18:00**
Communication Skills in Finnish**	VV1AX	5	separate schedule									
Spanish 1	VV1K	3		x			1)					
Spanish 2	VV1L	3							x			
German 1	VV1AQ	3		x			1)					
German 2	VV1AR	3							x			
Intercultural Communication in Finland*	VV7V	5	x			x		x			x	
Italian 1	VV8Q	3		x			1)					
Italian 2	VV8R	3							x			
Written communication	VV8I	5						separate schedule				
Norwegian 1	VV8S	3		x			1)					
Norwegian 2	VV8T	3							x			
Orientation to Finnish Language and Culture**	VV2N	5	separate schedule									
French 1	VV1P	3		x			1)					
French 2	VV1Q	3							x			
Sami 1	VV1S	3		x			1)					
Sami 2	VV1T	3							x			
Survival Finnish*	VV7U	5			x		x			x		x
Russian 1	VV1X	3		x			1)					
Russian 2	VV1Y	3							x			
Sign language 1	VV1AA	3		x			1)					
Sign language 2	VV1AB	3							x			

1) 22.9., 17.11., 24.11., 1.12., 8.12.
* primarily for exchange students
** for international degree students
NOTE! Starting students register for language studies on 1.-9.9.2011.
Please check WinhaWille to see if you have been accepted to the study unit. Check the timetables and more information on WinhaWille and SoleOPS.

Free- choice electives in the academic year 2011–2012

				Autumn 2011 wks 37–47 12.9.–25.11.2011		Spring 2012 wks 1–9 2.1.–2.3.2012		wks 11–20 12.3.–18.5.2012	
Free-choice electives	**Code**	**Study language**	**cr**	**Tue 12.30-16**	**Thu 16.30-18**	**Tue 12.30-16**	**Thu 16.30-18**	**Tue 12.30-16**	**Thu 16.30-18**
Culture Connected Customer Service	VV3K	ENG	5	x					
Culture Connected Customer Service	VV3K	ENG	5			x			
Nature and Economic Life in Lapland, Reindeer Husbandry Case	VV4M	ENG	5	separate schedule					
Nature and Economic Life in Lapland, Reindeer Husbandry Case	VV4M	ENG	5			separate schedule		separate schedule	
Pain relief	VV5N	FIN	5	x					
Challenging customers	VV7F	FIN	5	x					
Student activity	VV7M	FIN	5			separate schedule			
Changing working life	VV7L	FIN	5			x			
My own entrepreneur skills and specifying my business idea	YR2A	FIN	5	separate schedule					
Improving my customer- and market-oriented work	YR2B	FIN	5			separate schedule			
Improving my economic planning and management skills	YR2C	FIN	5					separate schedule	

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

5. ENGLISH DEGREE PROGRAMMES

School of Technology

Degree Programme in Information Technology, 240 cr

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

The role of software engineering is becoming increasingly important in our rapidly advancing information society. Information is one of the most important strategic resources in the development of companies and society. The global information networks are within nearly everyone's reach, which causes development demands both for companies and society since new software has to be created and outdated solutions redeveloped. At the same time embedded software is giving traditional technological products more intelligence and functions.

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

Teaching arrangements and learning environments

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

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

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

Degree Programme in Information Technology, 240 cr

Study modules/Study units	Code	1st year	2nd year	3rd year	4th year
Basic studies	**AMK_PER**	**28**	**15**	**17**	
Orientation Course	YH1L	5			
Basics of Research and Development	YH1O	2		3	
Mathematics I	504D20A	5			
Mathematics II	504D20B	5			
Mathematics III	504D20C		5		
Physics I	504D21B		5		
Physics II	504D21C			7	
Finnish for Beginners/Finnish and Swedish for Finns	504D22A	7			
Communication & Academic Writing	504D22C			5	
English	504D22D	3	3		
Innovation and Entrepreneurship	YR1AF			5	
Professional studies	**AMM**	**27**	**30**	**28**	**40**
Compulsory Professional Studies	**COM_PRO**				
Basics of IT and UNIX/LINUX	504D23A	6			
C Programming	504D23B	6			
Network Fundamentals (CNA1) and Technical Information Security	504D23M			6	
Web Application Development and Databases	504D23N	7			
Basics of Embedded Systems	504D23F	5			
Hardware Design	504D23G	5			
Telecommunication Systems	504D23H	5			
Project Work	504D23I		5		
Scientific Computing and Statistics	504D23J		5		
Financial Management and Marketing in an Organisation	504D23K		5		
Business Management and Leadership	YR1AH				5
Data Sctuctures and C++	504D24B		8		

Object-oriented Programming and Java	504D24A		8		
.NET Application Development	504D24C			6	
Software Engineering and Testing	504D24D		5		
Software Project	504D24F				7
Design Methods	504D24H		5		
Basics of Mobile Programming	504D24I			6	
Advanced Professional Studies (min 20 CU:s)	**DPITAF**				
Advanced Mobile Programming	504D25I				5
Server Programming	504D25B			5	
Advanced .NET Application Development	504D25C			5	
Discrete Math and Cryptography	504D25D			5	
Server Environments	504D25E			5	
Software Seminar and Quality Systems	504D25G				5
XML Programming	504D25F			5	
Usability and UI Design	504D25H				5
Routing Protocols and Concepts (CNA2)	504D25J				
LAN Switching and Wireless (CNA3)	504D25K				
Accessing the WAN (CNA4)	504D25L				
Free-choice electives	**VAP_VAL**			**5**	**5**
Practical training	**HARJOITT**	**5**	**5**	**10**	**10**
Practical Training	50004DH	5	5	10	10
- Practical Training 1A	50004DH1	5			
- Practical Training 1B	50004DH2		5		
- Practical Training 2A	50004DH3			5	
- Practical Training 2B	50004DH4			5	
- Practical Training3A	50004DH5				5
- Practical Training 3B	50004DH6				5
Bachelor's thesis	**OPINNÄ**				**15**
Thesis project	50005DB				15

Basic Studies 60 cr

Learning outcome

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

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

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

Professional Studies 105 cr

Learning outcome

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

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

Software engineering studies concentrate on the technical solutions of software - students study subjects like programming, software design, information management, databases and new mobile technologies. Having studied software engineering, the student knows how to design, develop and build software that meets the customer's requirements and is able to assume various roles in different software projects.

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

Advanced Professional Studies 20 cr

Learning outcome

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

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

Free-choice Electives 10 cr

Learning outcome

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

Practical Training to Enhance Professional Skills 30 cr

Learning outcome

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

Code	Study unit	Scope
50004H	Training	30 cr

Thesis Project 15 cr

Learning outcome

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

Code	Study unit	Scope
50005B	Thesis Project and Maturity Test	15 cr

School of Tourism and Hospitality Management

Degree Programme in Tourism, 210 cr

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

During international study exchange students can broaden their specialisation areas through the various programmes of our many partner institutions abroad. Students are also encouraged to complete their practical training abroad, since this gives more perspective to their own expertise and offers an alternative way to gain more knowledge in the field of tourism. The amount of studies of the Finnish language and culture provided to international students enables them to be recruited in the Finnish job market. All the knowledge gained during the studies enables graduates to become potential future entrepreneurs in the tourism industry.

Examples of possible future working places and positions after graduation:

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

Degree Programme in Tourism, 210 cr

Study modules/Study units	Code	1st year	2nd year	3rd year	4th year
Basic studies	AMK_PER				
Orientation Course	YH1L	5			
Financial Management and Marketing in an Organisation	801D1B	5			
Innovation and Entrepreneurship	YR1AF	5			
Skills for Working Life	801D1H	5			
Reinforcement of Operational Skills in the Field of Tourism and Hospitality Management	801D1I	5			
Global and Economic Environments 1	801D1E	5			
Introduction to Information Technology and ICT Tools	801D1F	5			
Basics of Research and Development	YH1M		5		
Business Management	801D1D				5
Professional studies	**AMM**				
Contemporary Marketing and Product Development	**801D8**				
Global and Economic Environments 2	801D8A		5		
Service Marketing and Sales	801D8B		5		
Product Development and Pricing	801D8C		5		
Marketing Communication and Customer Relationship Management	801D8D			5	
eCommerce Online Solutions and Different Office Systems	801D8E			5	
Development Project	801D8G			5	
Operating Environment of the Tourism Industry	**801D100**				
Tourism as an Operating Environment	801D10F	5			
Tourism as a Work Environment	801D10G	5			
World of Tourism and Cultures	801D10E	5			
Destination Lapland	801D10B	5			
Arctic Tourism	801D10C			5	
Operational Management in a Multicultural Environment	**801D11**				
Human Resource Management in Tourism	801D11A		5		
Daily Operational Management in Tourism	801D11B		5		
Financial Management in Tourism	801D11C		5		
Language and Communication Studies	**801D122**				
Finnish for International Students	801D12A	5	5		
Swedish at Work	801D12H	5			
English at Work	801D12G		5	5	
3rd Foreign Language for Finnish-speaking Students	801D12F		5		
Business Management and Development in Destinations	**801D13**				
Strategic Management	801D13A			5	
Destination Management and Seasonality	801D13E				5
Destination Project	801D13B				5
Research and Development for Tourism and Hospitality	801D13C			5	
Free-choice electives	**VAP_VAL**			**10**	
Practical training	**HARJOITT**				
Basic Training	801D7A		15		
Advanced Training	801D7B			15	
Bachelor's thesis	**OPINNÄ**				**15**

Basic Studies 45 cr

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

Code	Study unit	Scope
YH1L	Orientation Course	5 cr
801D1B	Financial Management and Marketing in an Organisation	5 cr
YR1AF	Innovation and Entrepreneurship	5 cr
801D1H	Skills for Working Life	5 cr
801D1I	Reinforcement of Operational Skills in the Field of Tourism and Hospitality Management	5 cr
801D1E	Global and Economic Environments 1	5 cr
801D1F	Introduction to Information Technology and ICT Tools	5 cr
YH1M	Basics of Research and Development	5 cr
801D1D	Business Management	5 cr

Professional Studies 110 cr

801D8 Contemporary Marketing and Product Development 30 cr

Learning outcome

Students get overall pictures of customer-oriented marketing, sales and product development of a service product and factors affecting them. They learn about legislation related to enterprises and tourism and understand its significance and the requirements it sets for entrepreneurship from the viewpoint of the EU and Finland. In addition, they learn the principles of networking and eCommerce in the multi-factor field of tourism, in different operating environments. Students know how to apply things they have learned with case-based tools and applications in a northern operating environment dominated by SMEs.

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

801D100 Operating Environment of the Tourism Industry 25 cr

Learning outcome

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

The students complete a First Aid I course and acquire a Hygiene Pass as well as a Safety Card.

Code	Study unit	Scope
801D10F	Tourism as an Operating Environment	5 cr
801D10G	Tourism as a Work Environment	5 cr
801D10E	World of Tourism and Cultures	5 cr
801D10B	Destination Lapland	5 cr
801D10C	Arctic Tourism	5 cr

801D11 Operational Management in a Multicultural Environment 15 cr

Learning outcome

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

Code	Study unit	Scope
801D11A	Human Resource Management in Tourism	5 cr
801D11B	Daily Operational Management in Tourism	5 cr
801D11C	Financial Management in Tourism	5 cr

801D122 Language and Communication Studies 20 cr

Learning outcome

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

Code	Study unit	Scope
801D12A	Finnish for International Students	10 cr
801D12H	Swedish at Work	5 cr
801D12G	English at Work	10 cr
801D12F	3rd Foreign Language for Finnish-speaking Students	5 cr

801D13 Business Management and Development in Destinations 20 cr

Learning outcome

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

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

Code	Study unit	Scope
801D13A	Strategic Management	5 cr
801D13E	Destination Management and Seasonality	5 cr
801D13B	Destination Project	5 cr
801D13C	Research and Development for Tourism and Hospitality	5 cr

Free-choice Electives 10 cr

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

Study unit	Scope
Tastes and Cultures	5 cr

Practical Training 30 cr

Code	Study unit	Scope
801D7A	Basic Training	15 cr
801D7B	Advanced Training	15 cr

Bachelor's Thesis 15 cr

The thesis project is a continuous process in tourism studies. Students solve a practical problem related to their own field or implement a development project commissioned by working life. The students focus on research problems and development and are able to assess their results. All students make a research plan, participate in seminars and give reports on the thesis project. Students also take a maturity test related to the thesis project.

School of Business and Administration

Degree Programme in Innovative Business Services, 210 cr

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

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

After completion of the programme students will have advanced business and service management know-how as well as competences that will give them an advantage in the labour market. Students will acquire extensive regional knowledge with a focus on the business environment in the Barents region and particularly Finnish Lapland. They will have R&D and innovation know-how that is most essential for the development activity of enterprises. With their knowledge of the variety of businesses in the region and the specific features of the area, students will be able to discover new business opportunities, giving opportunities also to those who are interested in starting up their own business.

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

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

Degree Programme in Innovative Business Services, 210 cr

Study modules/Study units	Code	1st year	2nd year	3rd year	4th year
Basic Studies	**AMK_PER**	**15**	**5**		
Orientation Course	YH1L	5			
Innovation and Entrepreneurship	YR1AF		5		
Basics of Research and Development	YH1M	5			
Introduction to IT and ICT Tools	307D1A	5			
Professional Studies	**AMM**	**45**	**40**	**40**	
Orientating to Glocal Environments	**307D2**				
Northern and Peripheral Environments and Innovations	307D2A	5			
Cross-cultural Management in the Northern Context	307D2B	5			
Northern Regional Economics	307D2C		5		
Operating in the Work Environment	307D2D	5			
Communication and Multicultural Skills	**307D3**				
Finnish for International Students I	307D3AA	5			
Finnish for International Students II	307D3AB		5		
Svenska för yrkeslivet	307D3BA	5			
Russian Language in Services	307D3BB		5		
German Language in Services	307D3BC		5		
English at Work	307D3C	5			
Business and Service Management Skills	**307D4**				
Business Management and Leadership	YR1AH	5			
Financial Management and Marketing in an Organisation	YR1AG	5			
Business Mathematics and Statistics	307D4A	5			
Marketing of Services & B-to-B Sales Management	307D4B			5	
Marketing Research and Planning	307D4C			5	
Marketing Communication and Customer Relationship Management	307D4D		5		
Financial Reporting and Taxation	307D4E	5			
Management Accounting	307D4F		5		
ICT as a Tool for Business Operations	307D4G		5		
ICT Applications in Marketing Communication	307D4H		5		
Human Resource Management	307D4I		5		
Business Planning and Service Process Management	307D4J			5	
Research & Development & Innovation in a Service Business	**307D5**				
Research & Development and Innovation Methods and Academic Writing	307D5A			5	
Service Excperience Development	307D5B			5	
Project Cycle Management in a Business Context	307D5C		5		
Research & Development and Innovation Projects and Regional Business Development	307D5D			5	
Exchange Studies	301D13			10	
Free-choice Electives	**VAP_VAL**			**5**	**15**
Practical Training	**HARJOITT**		**15**	**15**	
Basic Training	307D20A		15		
Advanced Training	307D20B			15	
Bachelor's Thesis	**OPINNÄ**				**15**
Bachelor's Thesis	307D30A				15

Basic Studies 20 cr

Learning outcome

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

Code	Study unit	Scope
YH1L	Orientation Course	5
YR1AF	Innovation and Entrepreneurship	5
YH1M	Basics of Research and Development	5
307D1A	Introduction to IT and ICT tools	5

Professional Studies 125 cr

307D2 Orientating to the Glocal Environment 20 cr

Learning outcome

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

Code	Study unit	Scope
307D2A	Northern and Peripheral Environments and Innovations	5
307D2B	Cross-cultural Management in the Northern Context	5
307D2C	Northern Regional Economics	5
307D2D	Operating in the Work Environment	5

307D3 Communication and Multicultural Skills 15 cr

Learning outcome

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

Code	Study unit	Scope
307D3AA	Finnish for International Students I	5
307D3AB	Finnish for International Students II	5
307D3BA	Svenska för yrkeslivet	5
307D3BB	Russian Language in Services	5
307D3BC	German Language in Services	5
307D3C	English at Work	5

307D4 Business and Service Management Skills 60 cr

Learning outcome

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

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

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

Learning outcome

Students develop their ability to use various research methods in academic and product/service development work as a part of an innovation process and they advance their project management skills. Students are able to put into practice the results of research for development activities carried out in various projects. They understand the innovation perspective, with emphasis on the four dimensions in the innovation strategy of the Lapland University Consortium (wellness, experience and tourism, industry, natural resources). Students develop their personal innovative approach and attitude towards things and phenomena. Methods and tools for positive thinking are known to students and they are able to identify innovative opportunities in the northern environment. They have developed an entrepreneurial attitude and cross-border thinking. Students apply creativity skills as a part of innovative service business development and entrepreneurship. Students learn to manage innovation as a process and are able to attach innovative concepts into real service business. They are able to use R&D&I methods, such as service and experience design tools, to develop innovative service business ideas and put them into practice when developing existing or new services and service experiences. Students understand the meaning of intellectual property rights in service business life and know the main tools used to protect service businesses. Students are able to identify public European Union and national-level funding opportunities for innovative projects and are able to apply them in their innovative service business projects. Students are able to carry out innovative multi-cultural cross-border projects in real or virtual service business environments in the northern and/or peripheral areas. They are able to utilise and apply creative methods in their thesis project when developing an innovative service business.

Code	Study unit	Scope
307D5A	Research & Development & Innovation Methods and Academic Writing	5
307D5B	Service Experience Development	5
307D5C	Project Cycle Management in a Business Context	5
307D5D	Research & Development and Innovation Projects and Regional Business Development	5

301D13 Exchange Studies 10 cr

Learning outcome

Students advance their knowledge and skills in the subjects relevant to the study programme. Students may choose one of the core themes in which to advance their knowledge. Students may participate in exchange studies abroad or may choose other appropriate courses offered at the university that will enhance their career.

Northern environments and cultural studies
Business studies (Entrepreneur path)
R&D&I studies

Free-choice Electives 20 cr

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

Practical Training 30 cr

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

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

Code	Study unit	Scope
307D20A	Basic Training	15
307D20B	Advanced Training	15

Bachelor's Thesis 15 cr

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

Code	Study unit
307D30A	Bachelor's Thesis

6. DEGREE REGULATIONS

of Rovaniemi University of Applied Sciences

6 Degree regulations of Rovaniemi University of Applied Sciences

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

Educational task and degrees of Rovaniemi University of Applied Sciences

The task of RAMK, based on Act 351/2003 and Decree 352/2003 on UAS studies and Government regulation 262/2003, is to provide research-based higher education for professional specialist tasks on the basis of the needs of working life and its development; support individual professional growth; conduct research and development that serves university of applied sciences education, supports working life and regional development and takes the region's industrial structure into consideration; and provide and develop adult education to maintain and strengthen competence in working life.

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

In arranging and implementing degree programmes and studies, RAMK complies with Act 351/2003 and Decree 352/2003 on universities of applied sciences and their later revisions. RAMK also complies with these degree regulations, guidelines given by the Ministry of Education and RAMK's other regulations. If necessary, the President and the director of education development will provide supplementary guidelines.

According to the Ministry of Education's decision on degree programmes for the academic years 1999–2000, 2000–2001, 2001–2002, 2002–2003, 2003–2004, 2004–2005, 2005–2006, 2006–2007, 2007–2008, 2008–2009, 2009–2010, 2010–2011 and 2011–2012, the Bachelor's and Master's degree programmes mentioned in Appendix 1 can be completed at RAMK.

Studies

The aims of university of applied sciences studies are specified in Decree on UAS (352/2003, § 7 and § 7a, 423/2005).

The performance requirements of the different study units are stated in the curricula that RAMK decides on each year. The teacher executing a study unit specifies an implementation plan for the study unit, which includes the learning outcome, contents, principles of assessment (assessment criteria), methods of assessment and teaching arrangements, which are public information. The curriculum specifies whether studies are compulsory, optional or free-choice. Students have the right to include in their degree programme studies from other degree programmes or other schools that are approved by RAMK. Studies completed by a student are included only in the degree programme or line into which the student was selected, unless RAMK for a particular reason grants the student the right to also complete another degree programme. RAMK's common studies can be completed in any university of applied sciences degree programmes.

Language of instruction

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

Registering for a study unit

Students must register for study units for the entire academic year according to the procedure specified by RAMK. Acceptance of students into study units is specified with separate guidelines.

Duration of study

The duration of study is calculated from the extent of the curriculum so that 60 ECTS credits correspond to one academic year of study. In adult education and specialisation studies leading to a degree, the duration of

study is based on the scope of the curriculum and the education implementation plan.

Transfer students' duration of study is based on their earlier right-to-study time in a university of applied sciences and/or credits completed in earlier university of applied sciences studies, the scope of studies in the student's individual study plan and the education implementation plan.

The duration of study of separate studies is based on the education implementation plan.

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

Registering as a student

Students must register as attending or non-attending at the beginning of each academic year in the manner specified by RAMK. A student with a justified reason may change his or her registration status during the academic year (351/2003, § 23). Non-attendance can be interrupted by registering as attending at the beginning of the next semester. Students who do not register as attending or non-attending lose their right to study. Upon application, students who have lost their right to study can have their right to study restored starting from the beginning of the next semester, if they still have right-to-study time left. Registration instructions are given in the procedural guidelines on the right to study.

Completion of a degree programme and certificates

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

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

Transfer of credits

General principles

On grounds specified in the degree regulations, credits obtained from equivalent studies completed in another Finnish or foreign higher education institution or some other school may be transferred to a student's degree programme at RAMK. Studies and practical training belonging to a degree programme may be substituted with similar studies or equivalent practical training or work experience. By RAMK's decision, also competence obtained otherwise may be substituted for studies belonging to a degree programme. (Decree on UAS, 10.12.2009/1045 § 14.)

Studies approved for a credit transfer may be completed during current university of applied sciences studies or they may have been completed before the current studies started. If the studies were completed prior to the current degree programme studies, approval of the credit transfer should primarily be applied for during the first academic year.

A transfer of credits may apply to a single study unit or a study module. A credit transfer may consist of substitution, inclusion or recognition of prior learning.

Substitution is a transfer of credits in which studies (mandatory study units and practical training) are substituted with studies with similar content in the same field which were completed elsewhere.

Inclusion is a transfer of credits in which studies completed elsewhere are included as a part of the degree programme.

Recognition of prior learning (AHOT) is a process in which:

- the student assesses his/her own competence in relation to the objectives and applies for the AHOT process,

- the higher education institution assesses the student's competence acquired earlier in relation to the objectives and learning outcomes specified in the curriculum,
- if the evidence is approved, the competence is recognised by officially approving (grading) the student's competence acquired earlier.

Credit transfer process

The credit transfer process begins with the student's application. Students have the right to apply for a transfer of credits, but they are not obligated to do so. A transfer of credits for a study unit is applied for in writing from the study unit teacher and the decision on the transfer of credits is made by the head of the degree programme. In the case of language studies, the LUC Language Centre decides on equivalence and transfers of credits

Students have the right to appeal the decision.

Assessment of competence

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

Assessment of study performance

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

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

Completion of a study unit or part of a study unit is recorded on the date on which it was approved. Completed studies must be entered in the record of credits within one month following an examination or other completion of studies. For a special reason, the head of the field of study may grant a teacher additional time for assessment.

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

Disciplining a student

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

Acceptance of students

Students are selected into degree programmes or lines according to decisions made by the Ministry of Education. Acceptance of students, admission requirements and selection procedures are specified in Act 351/2003 as well as Decrees 352/2003, 353/2003 and 355/2003 on university of applied sciences studies and specified with separate guidelines.

RAMK may accept a student to study and to complete separate study units or study modules. Students accepted into a degree programme have the primary right to participate in the teaching of the study units. As a rule, a full-time student who has acquired 45 ECTS credits per academic year at the university of applied sciences from which he or she is transferring may be accepted as a transfer student to study in a basic degree programme.

Effective date

These degree regulations become effective on August 1, 2011.

Degree regulations. Appendix 1

RAMK's degree programmes and degrees in the academic year 2011—2012
(by RAMK's separate decision, also as adult education)

Bachelor's Degree Programmes

NATURAL RESOURCES AND THE ENVIRONMENT

Rural Industries Programme, 240 cr

The programme leads to a Bachelor of Natural Resources degree
Graduates may use the title:
Agrologi (AMK), Bachelor of Natural Resources

Forestry Programme, 240 cr

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

TOURISM, CATERING AND INSTITUTIONAL MANAGEMENT

Hotel and Restaurant Management Programme, 210 cr

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

Degree Programme in Tourism, 210 cr

The degree programme leads to a Bachelor of Hospitality Management degree
Graduates may use the title:
Restonomi (AMK), Bachelor of Hospitality Management

HEALTH CARE, SOCIAL SERVICES AND SPORTS

Physiotherapy Programme, 210 cr

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

Nursing and Health Care Programme, lines: Nursing, 210 cr

The programme leads to a Bachelor of Health Care degree
Graduates may use the title:
Sairaanhoitaja (AMK),
Bachelor of Health Care
Health Care, 240 cr
The programme leads to a Bachelor of Health Care degree
Graduates may use the title:
Terveydenhoitaja (AMK), Bachelor of Health Care
Sairaanhoitaja (AMK), Bachelor of Health Care

Sports and Leisure Programme, 210 cr

The programme leads to a Bachelor of Sports Studies degree
Graduates may use the title:
Liikunnanohjaaja (AMK), Bachelor of Sports Studies

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

TECHNOLOGY, COMMUNICATIONS AND TRANSPORT

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

Degree Programme in Information Technology, 240 cr

The degree programme leads to a Bachelor of Engineering degree
Graduates may use the title:
Insinööri (AMK), Bachelor of Engineering

SOCIAL SCIENCES, BUSINESS ECONOMICS AND ADMINISTRATION

Business Economics Programme, 210 cr

The programme leads to a Bachelor of Business Administration degree
Graduates may use the title:
Tradenomi, Bachelor of Business Administration

Degree Programme in Innovative Business Services, 210 cr

The degree programme leads to a Bachelor of Business Administration degree
Graduates may use the title:
Tradenomi, Bachelor of Business Administration

Master's Degree Programmes

NATURAL RESOURCES AND THE ENVIRONMENT

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

TOURISM, CATERING AND INSTITUTIONAL MANAGEMENT

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

HEALTH CARE, SOCIAL SERVICES AND SPORTS

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

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

TECHNOLOGY, COMMUNICATIONS AND TRANSPORT

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

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

SOCIAL SCIENCES, BUSINESS ECONOMICS AND ADMINISTRATION

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

Degree regulations. Appendix 2

Transfer of credits

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

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

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

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

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

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

A student's free-choice electives may include studies completed in other universities of applied sciences and academic universities, also abroad, and in reserve officers' school (RUK) and reserve non-commissioned officers' school (AUK) and other studies at RAMK that are in accordance with the objectives of the free-choice electives.

Credits may not be transferred to a university of applied sciences degree programme from studies included in eligibility training. Credits may not be transferred for an entire degree programme.

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

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

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

Substitution of a thesis project with a thesis project from another university of applied sciences degree programme requires special justification.

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

Polytechnics Act 9.5.2003/351

Chapter 1
General regulations

§ 1 Scope of application of the act

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

§ 2 Status of polytechnics within the Finnish education system

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

§ 3 (24.7.2009/564)
Self-administration and members of a polytechnic

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

Full-time lecturers, full-time non-teaching staff and students in a degree programme are members of the polytechnic. The status of full-time is specified by a Government Decree.

§ 4 Tasks of a polytechnic

The task of a polytechnic is to provide higher education for professional specialist tasks which is based on the demands of working life and its development, as well as on research, academic and educational principles; to support individuals' professional growth; and to conduct applied research and development and academic activity that serves polytechnic education, supports working life and regional development and takes into consideration the regional economic structure. In performing these tasks the polytechnic should promote lifelong learning. (24.7.2009/564)

Polytechnics provide and develop adult education to maintain and strengthen expertise in working life.

A polytechnic may provide vocational teacher education in accordance with separate regulations.

§ 5 Co-operation with the operating environment

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

Chapter 2
Maintaining a polytechnic

§ 6 Licence of a polytechnic

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

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

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

§ 7 (24.7.2009/564) Educational task

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

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

Chapter 3
Steering and assessment of operation

§ 8 Setting of objectives

The Government approves, as specified in a Government decree, a development plan for education and research that includes the general development objectives of a polytechnic for a specified number of years at a time.

The Ministry of Education and the maintainer of a polytechnic together with the polytechnic agree, for a specified number of years, on the most essential objectives are to be set for the operation of the polytechnic from the viewpoint of national higher education policy and on their follow-up as well as on essential national development projects.

If polytechnic-specific quantitative aims cannot be otherwise nationally or regionally reconciled, the Ministry of Education may decide upon the number of students starting their polytechnic studies as a total intake and if needed, totally or partially by degree programme.

§ 9 (24.7.2009/564) Quality assessment

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

The Finnish Higher Education Evaluation Council, an independent specialist body specified in a Government Decree, functions in connection with the Ministry of Education.

Chapter 4
Administration of a polytechnic

§ 10 Internal administrative bodies

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

§ 11 Board

The President is the chairman of the board. The board also includes representatives of other management of the polytechnic, full-time lecturers, full-time non-teaching staff, full-time students, industry and other working life. (24.7.2009/564)

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

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

The board is appointed by the maintainer of the polytechnic.

§ 12 Tasks of the board

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

In addition, the board's task is to:

1) submit a proposal for the operating and financial plans as well as the budget of the polytechnic to the maintainer of the polytechnic;

2) decide on the criteria of dispensation of the appropriations granted to the polytechnic;

3) submit a proposal for an amendment of the educational task of the polytechnic to the maintainer of the polytechnic;

4) appoint other multi-member administrative bodies;

5) approve the degree regulations of the polytechnic;

6) approve the regulations of the polytechnic concerning internal administration; and

7) deal with and solve other matters prescribed or assigned to it, or belonging to it because of the nature of the matter.

§ 13 President, vice-president and other management (24.7.2009/564)

The President directs the operation of the polytechnic and deals with and determines matters concerning the internal administration of the polytechnic, unless an act, a Government or Ministry of Education Decree or the regulations of the polytechnic otherwise stipulate or prescribe.

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

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

A polytechnic may have one or more vice-presidents as decided by the maintainer of the polytechnic. Vice-presidents and other management are appointed or selected by the maintainer of the polytechnic. (24.7.2009/564)

§ 13a (10.6.2005/413) Regulations of a polytechnic

The regulations of a polytechnic prescribe the authority, tasks and term of the polytechnic's administrative bodies, presentation, handling and deciding of matters in administrative bodies as well as other administration of the polytechnic.

§ 14 Tasks of the maintainer

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

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

Chapter 5
Instruction and degrees

§ 15 Language of instruction

The language of instruction of polytechnics is Finnish or Swedish. The languages of instruction of a bilingual polytechnic are Finnish and Swedish. If needed, a language other than the language of instruction of the polytechnic may be used in teaching and examinations as decided by the polytechnic.

§ 16 Freedom of instruction and research implemented in a polytechnic

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

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

§ 17 (24.7.2009/564) Instruction given in a polytechnic

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

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

§ 18 (10.6.2005/411) Degrees and their criteria

Bachelor's degrees and Master's degrees can be taken from a polytechnic. Bachelor's degrees and Master's degrees are higher education degrees. The status of the degrees within the higher education degree system is prescribed by a Government Decree. (24.7.2009/564)

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

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

§ 19 *Degree programmes and curricula*

Studies leading to a polytechnic degree are implemented as degree programmes according to what a Government Decree stipulates, and based thereon, what the degree regulations of the polytechnic prescribe (10.6.2005/411).

The scope and curricula of degree programmes leading to a Bachelor's degree have to be at least three and at most four academic years of full-time studies. For a special reason, the scope of a degree may be more than four years. The scope and curricula of degree programmes leading to a Master's degree have to be at least one and at most one and a half academic years of full-time studies (10.6.2005/411).

The Ministry of Education decides on the degree programmes based on the polytechnic's proposal in accordance with what a Government Decree specifies. The polytechnic decides on the curricula of the degree programmes according to what the degree regulations of the polytechnic stipulate.

The polytechnic may have an advisory council for development of education.

Chapter 6
Students

§ 20 *(24.7.2009/564)*
Eligibility for polytechnic studies

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

1) a general upper secondary school syllabus or a matriculation examination in accordance with the relevant decree (672/2005);
2) a vocational upper secondary qualification or equivalent earlier studies according to what is specified by a Ministry of Education Decree;
3) a vocational upper secondary qualification in accordance with the Vocational Adult Education Act (631/1998), a post-secondary vocational qualification or equivalent earlier qualification according to what is specified by a Ministry of Education Decree, or
4) foreign studies that qualify for higher education studies in the country in question.

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

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

§ 21 (24.7.2009/564) Number of students

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

§ 22 Student selection and acceptance of a student place

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

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

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

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

§ 23 (24.7.2009/564) Registering as a student

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

§ 24 Right to study

A student has the right to complete studies leading to a Bachelor's or Master's degree in accordance with the degree programme in question, its curricula and criteria specified in the regulations of the polytechnic. (10.6.2005/411)

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

§ 25 Loss of the right to study

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

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

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

§ 26 (24.7.2009/564) Tuition-free instruction

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

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

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

§ 26a (28.12.2007/1505) Commissioned education

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

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

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

§ 26 b (24.7.2009/564)
Chargeability of a degree programme

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

However, a fee may not be charged from a citizen of a state belonging to the European economic area nor from a person who is considered equivalent to a citizen of the European Union on the basis of legislation of the European community or on the basis of an agreement made with the European community or its member states. A fee may not be charged from a person with the right to permanent residence in Finland in accordance with the Foreigners Act (301/2004).

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

§ 27 (24.7.2009/564) Assessment of study performance and rectification procedure

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

If a student is not satisfied with the assessment of his/her study performance or with a decision on the transfer of credits for studies completed elsewhere, he/she may make an oral or written appeal to the teacher who conducted the assessment or made the

decision on the credit transfer. An appeal has to be made within 14 days after the date when the student had a chance to be personally informed on the assessment results and application of the assessment criteria.

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

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

§ 28 Disciplining a student

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

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

Chapter 7
Lecturers and non-teaching staff

§ 29 (24.7.2009/564)
Lecturers and non-teaching staff

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

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

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

§ 30 (24.7.2009/564)
Qualifications and tasks of lecturers

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

§ 31 (24.7.2009/564) Status of the staff of municipal and private polytechnics

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

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

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

Chapter 8
Finance

§ 32 Basic financing

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

Subsection 2 was repealed on 22.12.2005/1074.

§ 33 Project and performance financing and financing of joint expenses of polytechnics

The maintainer of a polytechnic may be granted project funding by the Ministry of Education to develop and support the operations of the polytechnic within the limits of the appropriation in the State budget.

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

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

§ 34 (22.12.2005/1074)

§ 34 was repealed on 22.12.2005/1074.

§ 35 Municipal financing of the expenses of polytechnics

Municipalities participate in the expenses of polytechnics which form the basis for financing specified in § 32 of the Polytechnics Act in accordance with the Act on Financing the Provision of Education and Culture.

§ 36 Other financing

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

§ 37 Application of the regulations of the Act on Discretionary Government Transfers

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

Chapter 9
Miscellaneous regulations

§ 38 Co-operation between polytechnics

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

§ 39 Use of the name and title of a polytechnic

A polytechnic referred to in this act is only allowed to use the name of a polytechnic.

The title of a polytechnic (Bachelor's) degree and a higher polytechnic (Master's) degree shall only be used of the degrees completed in a polytechnic (10.6.2005/411).

§ 40 Right of access

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

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

§ 41 (24.7.2009/564)
Administrative procedure and transparency

When performing a public administrative task in a polytechnic or a student association of a polytechnic, the Administrative Procedure Act (434/2003) shall apply. The impartiality clauses of the Administrative Procedure Act shall be applied in all polytechnic operation. However, § 28, subsection 1, clauses 5 and 6 of the Administrative Procedure Act shall not apply to the community of a polytechnic except in a case where the interests of the polytechnic and its community conflict with each other or when fair treatment of the matter so requires.

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

§ 42 Appeal

A decision made by a polytechnic in an administrative matter may be appealed by appealing to the Administrative Court in the judicial district in which the principal office of the polytechnic is located, and otherwise as is prescribed by the Administrative Judicial Procedure Act (586/1996). (24.7.2009/564)

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

transfer of credits for studies completed elsewhere or competence acquired otherwise may not be appealed. (24.7.2009/564)

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

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

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

§ 42a (24.7.2009/564) Student union

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

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

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

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

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

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

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

§ 43 Relationship to other legislation

Handling of matters belonging to the authority of the maintainer of a polytechnic shall comply with what is prescribed by the Municipalities Act, the Limited Liability Companies Act (734/1978) or the Foundations Act (109/1930).

§ 43 a (24.7.2009/564) Preparation plans

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

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

§ 43 b (24.7.2009/564) Integration of higher education instruction given in Swedish

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

§ 44 Detailed regulations

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

Chapter 10
Effectiveness and transition regulations

§ 45 Effectiveness

This act becomes effective on August 1, 2003. This act repeals:

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

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

When a board referred to in § 11 is appointed and selected for the first time, the members representing the full-time lecturers, full-time non-teaching staff and full-time students referred to in § 11 subsection 1 are selected in the meetings of different groups called together by the President of the polytechnic.

The measures required by its execution may be started before the act becomes effective.

HE 206/2002, SiVM 19/2002, EV 306/2002

Effectiveness and application of the amendment regulations:

10.6.2005/411:

This act becomes effective on August 1, 2005.

Education leading to a Master's degree may be started by a Ministry of Education decision after the act has become effective in the fields and polytechnics which have taken part in experiments referred to by the Act on Pilot Programme on Postgraduate Studies in Polytechnic Institutions (645/2001).

At the discretion of the polytechnic, a student who has completed college-level or higher vocational level studies, has later completed an applicable polytechnic degree and has at least three years of relevant work experience, of which at least one year after taking a Bachelor's degree, may be considered to have acquired the work experience referred to in § 20 subsection 3.

HE 14/2005, SiVM 3/2005, EV 59/2005

10.6.2005/413:

This act becomes effective on August 1, 2005.

Until a representative body and board referred to in § 42a subsection 5 have been selected, however not later than until December 31, 2006, a student union is administered by bodies selected to administer a student association.

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

The measures required by its execution may be started before the act becomes effective.

HE 24/2004, SiVM 2/2005, EV 51/2005

22.12.2005/1074:

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

28.12.2007/1505:

This act becomes effective on January 1, 2008.
HE 97/2007, SiVM 12/2007, EV 139/2007
This act becomes effective on January 1, 2010. § 26 b of this act is effective until December 31, 2014.

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

HE 26/20079, SiVM 6/2009, EV 102/2009

Polytechnics Decree 15.5.2003/352

Chapter 1
Maintenance of a polytechnic

§ 1 Educational mission

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

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

Subsection 2 is annulled by decree 10.12.2009/1045.

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

Chapter 2
Administration of a polytechnic

§ 2 (10.12.2009/1045) Members of a polytechnic

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

Chapter 3
Polytechnic degrees and their criteria (16.6.2005/423)

§ 3 Degrees taken from a polytechnic (16.6.2005/423)

The degrees taken from a polytechnic are a Bachelor's degrees and a Master's degree. The Bachelor's degrees is a basic polytechnic degree. (16.6.2005/423)

The Bachelor's degrees in the different fields of study are:

1) in Humanities and Education: a Bachelor of Humanities degree; depending on the degree programme in question, the title in international use is viittomakielentulkki (AMK), Bachelor of Humanities or yhteisöpedagogi (AMK), Bachelor of Humanities;
2) in Culture: a Bachelor of Culture and Arts degree; depending on the degree programme in question, the title in international use is artenomi (AMK), Bachelor of Culture and Arts; kulttuurituottaja (AMK), Bachelor of Culture and Arts; kuvataiteilija (AMK), Bachelor of Culture and Arts; konservaattori (AMK), Bachelor of Culture and Arts; medianomi (AMK), Bachelor of Culture and Arts; muotoilija (AMK), Bachelor of Culture and Arts; musiikkipedagogi (AMK), Bachelor of Culture and Arts; muusikko (AMK), Bachelor of Culture and Arts; tanssinopettaja (AMK), Bachelor of Culture and Arts; teatteri-ilmaisun ohjaaja (AMK), Bachelor of Culture and Arts or vestonomi (AMK), Bachelor of Culture and Arts; and

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

4) in Natural Sciences: a Bachelor of Business Administration degree with a title of tradenomi, Bachelor of Business Administration in accordance with the degree programme in question;
5) in Technology and Communications: a Bachelor of Engineering degree; depending on the degree programme in question, the title in international use is insinööri (AMK), Bachelor of Engineering; rakennusmestari (AMK), Bachelor of Construction Management or laboratorioanalyytikko (AMK), Bachelor of Laboratory Services; and
   a Bachelor of Marine Technology degree with a title of merikapteeni (AMK), Bachelor of Marine Technology in accordance with the degree programme in question; (9.11.2006/981)
6) in Natural Resources and the Environment: a Bachelor of Natural Resources degree; depending on the degree programme in question, the title in international use is agrologi (AMK), Bachelor of Natural Resources; hortonomi (AMK), Bachelor of Natural Resources; iktyonomi (AMK), Bachelor of Natural Resources; metsätalousinsinööri (AMK), Bachelor of Natural Resources or ympäristösuunnittelija (AMK), Bachelor of Natural Resources;
7) in Social Services, Health and Sports: a Bachelor of Health Care degree; depending on the degree programme in question, the title in international use is apuvälineteknikko (AMK), Bachelor of Health Care; bioanalyytikko (AMK), Bachelor of Health Care; ensihoitaja (AMK), Bachelor of Health Care; fysioterapeutti (AMK), Bachelor of Health Care; geronomi (AMK), Bachelor of Social Services and Health Care; hammasteknikko (AMK), Bachelor of Health Care; jalkaterapeutti (AMK), Bachelor of Health Care; kuntoutuksen ohjaaja (AMK), Bachelor of Social Services and Health Care; kätilö (AMK), Bachelor of Health Care; naprapaatti (AMK), Bachelor of Health Care; optometristi (AMK), Bachelor of Health Care; osteopaatti (AMK), Bachelor of Health Care; röntgenhoitaja (AMK), Bachelor of Health Care, Radiographer; sairaanhoitaja (AMK), Bachelor of Health Care; sosionomi (AMK), Bachelor of Social Services; suuhygienisti (AMK), Bachelor of Health Care; terveydenhoitaja (AMK), Bachelor of Health Care or toimintaterapeutti (AMK), Bachelor of Health Care;
   a Bachelor of Beauty and Cosmetics degree with a title of estenomi (AMK), Bachelor of Beauty and Cosmetics in accordance with the degree programme in question; and
   a Bachelor of Sports Studies degree with a title of liikunnanohjaaja (AMK), Bachelor of Sports Studies; and
8) in Tourism, Catering and Institutional Management: a Bachelor of Hospitality Management degree with a title of restonomi (AMK), Bachelor of Hospitality management in accordance with the degree programme in question. (16.6.2005/423)

The Master's degrees in the different fields of study are:
1) in Humanities and Education: a Master of Humanities degree; depending on the degree programme in question, the title in international use is viittomakielentulkki (ylempi AMK), Master of Humanities or yhteisöpedagogi (ylempi AMK), Master of Humanities;
2) in Culture: a Master of Culture and Arts degree; depending on the degree programme in question, the title in international use is artenomi (ylempi AMK), Master of Culture and Arts; kulttuurituottaja (ylempi AMK), Master of Culture and Arts; kuvataiteilija (ylempi AMK), Master of Culture and Arts; konservaattori (ylempi AMK), Master of Culture and Arts; medianomi (ylempi AMK), Master of Culture and Arts; muotoilija (ylempi AMK), Master of Culture and Arts; musiikkipedagogi (ylempi AMK), Master of Culture and Arts; muusikko (ylempi AMK), Master of Culture and Arts; tanssinopettaja (ylempi AMK), Master of Culture and Arts; teatteri-ilmaisun ohjaaja (ylempi AMK); Master of Culture and Arts or vestonomi (ylempi AMK), Master of Culture and Arts; and
   a Master of Business Administration degree with a title of tradenomi (ylempi AMK), Master of Business Administration in

accordance with the degree programme in question ;

3) in Social Sciences, Business and Administration: a Master of Business Administration degree with a title of tradenomi (ylempi AMK), Master of Business Administration in accordance with the degree programme in question;
4) in Natural Sciences: a Master of Business Administration degree with a title of tradenomi (ylempi AMK), Master of Business Administration in accordance with the degree programme in question;
5) in Technology and Communications: a Master of Engineering degree; depending on the degree programme in question, the title in international use is insinööri (ylempi AMK), Master of Engineering or laboratorioanalyytikko (ylempi AMK), Master of Laboratory Services; and

   a Master of Marine Technology degree with a title of merikapteeni (ylempi AMK), Master of Marine Technology in accordance with the degree programme in question;
6) in Natural Resources and the Environment: a Master of Natural Resources degree; depending on the degree programme in question, the title in international use is agrologi (ylempi AMK), Master of Natural Resources; hortonomi (ylempi AMK), Master of Natural Resources; iktyonomi (ylempi AMK), Master of Natural Resources; metsätalousinsinööri (ylempi AMK), Master of Natural Resources or ympäristösuunnittelija (ylempi AMK), Master of Natural Resources;
7) in Social Services, Health and Sports: a Master of Health Care degree; depending on the degree programme in question, the title in international use is apuvälineteknikko (ylempi AMK), Master of Health Care; bioanalyytikko (ylempi AMK), Master of Health Care; ensihoitaja (ylempi AMK), Master of Health Care; fysioterapeutti (ylempi AMK), Master of Health Care; geronomi (ylempi AMK), Master of Social Services and Health Care; hammasteknikko (ylempi AMK), Master of Health Care; jalkaterapeutti (ylempi AMK), Master of Health Care; kuntoutuksen ohjaaja (ylempi AMK), Master of Social Services and Health Care; kätilö (ylempi AMK), Master of Health Care; naprapaatti (ylempi AMK), Master of Health Care; optometristi (ylempi AMK), Master of Health Care; osteopaatti (ylempi AMK), Master of Health Care; röntgenhoitaja (ylempi AMK), Master of Health Care; sairaanhoitaja (ylempi AMK), Master of Health Care; sosionomi (ylempi AMK), Master of Social Services; suuhygienisti (ylempi AMK), Master of Health Care; terveydenhoitaja (ylempi AMK), Master of Health Care or toimintaterapeutti (ylempi AMK), Master of Health Care;

   a Master of Beauty and Cosmetics degree with a title of estenomi (ylempi AMK), Master of Beauty and Cosmetics in accordance with the degree programme in question; and

   a Master of Sports Studies degree with a title of liikunnanohjaaja (ylempi AMK), Master of Sports Studies; and
8) in Tourism, Catering and Institutional Management: a Master of Hospitality Management degree with a title of restonomi (ylempi AMK), Master of Hospitality management in accordance with the degree programme in question. (16.6.2005/423)

   There are separate regulations on the status of polytechnic degrees in the system of university degrees.

§ 4 Structure of studies

Studies leading to a polytechnic degree consist of:

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

Studies leading to a higher polytechnic degree consist of:

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

(16.6.2005/423)

§ 5 (16.6.2004/497) Scope of studies

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

The scope of studies leading to a Bachelor's degree is 180, 210 or 240 credits.

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

The scope of studies leading to a Master's degree is 60 or 90 credits. (16.6.2005/423)

§ 6 Degree programmes

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

The Ministry of Education decides on degree programmes so that the name and if needed, the lines of a degree programme, field of study, degree and title, extent of the degree programme and extent of practical training are evident from the decision. A decision on study programmes may also be made for a fixed time. (16.6.2004/497)

§ 7 Objectives of studies leading to a Bachelor's degree (16.6.2005/423)

The overall objective of studies leading to a Bachelor's degree is to provide a student with:

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

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

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

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

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

§ 7a (16.6.2005/423) Objectives of studies leading to a Master's degree

The overall objective of studies leading to a Master's degree is to provide a student with:

1) comprehensive and deep-going knowledge required by development of working life in the relevant field, as well as necessary theoretical knowledge for working on demanding expert and management tasks in the relevant field;
2) a profound picture of the relevant field, its position in working life and significance in society as well as readiness to follow and specify research-based knowledge and professional practices in the relevant field;
3) readiness for life-long learning and continuous development of one's own professional skills;
4) good communication and language skills required by working life;

5) readiness required by international interaction and professional activities.

The objective of advanced professional studies is to give a student a chance to deepen his/her knowledge on how to put a theory into practice, his/her analytical skills, skills of participating in project management and research and development as well as social skills.

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

§ 8 Language proficiency

A student has to prove, in studies included in his/her polytechnic degree programme or otherwise, that he/she has acquired:

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

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

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

§ 9 Study units and curricula

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

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

§ 10 (16.6.2005/423) Maturity test

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

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

§ 11 Legislation of the European Community and international agreements

Education of nurses and midwives as well as maritime education must fulfil the requirements set by Legislation of the European Community. In addition, maritime education has comply with what is internationally agreed on concerning mariners' education, certificates of competency and watchkeeping.

§ 12 (10.12.2009/1045) Professional specialisation studies and open polytechnic education

Professional specialisation studies are broad supplementary education programmes which are based on a polytechnic degree.

The scope of specialisation studies is 30–60 credits.

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

Chapter 4
Other basics of studies and teaching arrangements

§ 13 (16.6.2005/423) Duration of studies

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

§ 14 (10.12.2009/1045) Transfer of credits

A student studying in a degree programme may, in accordance with a decision made by the polytechnic, transfer credits from studies completed in another domestic or foreign higher education institution or in another educational institution and may substitute studies belonging to the degree programme with other equivalent studies. A student may, in accordance with a decision made by the polytechnic, transfer credits from and substitute studies belonging to the degree programme with competence acquired also in some other way.

§ 15 Certificates

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

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

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

§ 16 Degree regulations

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

Chapter 5
Instruction and students

§ 17 Academic year

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

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

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

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

When announcing the results of student selection, the polytechnic shall inform the applicants how they may find out how the principles of selection were applied to them and how they may apply for rectification of the selection.

§ 19 Assessment of study performance

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

§ 20 Board of examiners

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

Chapter 6
Required qualifications

§ 21 Required qualifications of the President

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

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

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

§ 23 Required qualifications of the lecturers

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

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

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

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

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

§ 24 Tasks of lecturers

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

1) develop teaching in his/her field, taking into account the development of working life;
2) take part in compilation of the curricula as well as student selection;
3) carry out R&D-related duties as required by the polytechnic;
4) take part in education that maintains and develops professional skills as required by the polytechnic and become familiar with working life; and
5) carry out the duties arising from membership in administrative bodies of the polytechnic and other tasks belonging to or required of him/her.

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

Chapter 7
Miscellaneous regulations

§ 25 Applying for a licence

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

1) the name and location of the maintainer;
2) the name of the polytechnic;
3) the necessity of the polytechnic;
4) the educational task;
5) arrangement of administration;
6) teaching and other premises;

7) an estimation of the establishing and operating costs as well as a financial plan; and
8) the starting time of the polytechnic operation.

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

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

Chapter 8
Regulations on effectiveness

§ 26 Effectiveness

This decree becomes effective on August 1, 2003.

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

Measures required by its execution may be started before this decree becomes effective.

Effectiveness and application of the amending regulations:

15.10.2003/860:
This decree becomes effective on November 1, 2003.

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

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

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

Measures required by its execution may be started before this decree becomes effective.

16.6.2004/497:
This decree becomes effective on January 1, 2005.

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

Measures required by its execution may be started before this decree becomes effective.

16.6.2005/423:
This decree becomes effective on August 1, 2005.

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

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

9.11.2006/981:
This decree becomes effective on January 1, 2007.

Measures required by its execution may be started before this decree becomes effective

Contact information

Admissions office

Yliopistonkatu 8, P.O.B 122, FI-96101 Rovaniemi
Tel. +358 20 798 5401
admissions@ramk.fi

Financial aid committee

Yliopistonkatu 8, P.O.B 122, FI-96101 Rovaniemi
Tel. +358 20 798 5404, +358 20 798 5476
opintotukilautakunta@ramk.fi

Student register administrator

Yliopistonkatu 8, P.O.B 122, FI-96101 Rovaniemi
Tel. +358 20 798 5410
opiskelijarekisteri@ramk.fi

STUDY AFFAIRS OFFICES OF THE DEGREE PROGRAMMES

The Lapland Institute for tourism research and education

Viirinkankaantie 1, FI-96300 Rovaniemi
Fax +358 20 798 5799
viirinkangas.campus@ramk.fi
Degree Programme in Tourism
Tel. +358 20 798 5701
Hotel and Restaurant Management Programme
Tourism Programme
Master's Degree Programme in Tourism
Tel. +358 20 798 5723, +358 20 798 5509

Ounasvaara Campus

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

Rantavitikka Campus

Jokiväylä 11, FI-96300 Rovaniemi
Fax +358 20 798 5495
rantavitikka.campus@ramk.fi
Business Economics Programme
Degree Programme in Innovative Business Services
Forestry Programme
Master's Degree Programme in Landscape Management
Rural Industries Programme
Tel. +358 20 798 5360
rantavitikka.campus@ramk.fi
Construction Engineering Programme
Degree Programme in Information Technology
Land Surveying Programme
Master's Degree Programme in Management of Technological Competence
Tel. +358 20 798 5363
rantavitikka.campus@ramk.fi
Business Economics Programme (adult education)
Tel. +358 20 798 5762