

STUDY GUIDE 2004 - 2005

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To the reader

Welcome to study at Rovaniemi Polytechnic!

Rovaniemi Polytechnic has completely renewed its curriculum. The new curriculum will be taken into use at the beginning of the academic year 2004-2005. The primary objectives of the renewal are to harmonise the curriculum and emphasise core issues. Co-operation between different fields of study is easier and students are offered more flexibility in making choices. Special attention has been paid to increasing internationality and to business and entrepreneurship studies. The goal is to give our new students readiness to handle management and specialist's tasks in increasingly internationally oriented companies or to work as entrepreneurs.

A new law concerning polytechnics became effective in 2003. The law specifies a regional development duty for polytechnics. We implement this duty in our teaching, research and development, and various services. Our students are offered more efficient, diversified

opportunities to study in various research and development projects. The increased amount of studies in English makes broader student and teacher exchanges possible. In the next few years the study environment will become international very quickly.

Study counsellors and tutors are the key persons who can help students benefit from the new curriculum. They can support students' choices and implementation of their personal curricula. Through co-operation between counsellors, tutors, teachers and students, I believe our new students will enjoy the full benefit of our new curriculum. This is also the expectation of the industrial world, which participated in the compilation of the curriculum.

I wish our students and teachers a good academic year 2004-2005.

Pentti Tieranta
President

Student union's greeting

Welcome to study at Rovaniemi Polytechnic. You have made a good choice, like we made a year or two ago. We hope you will feel at home in Rovaniemi. Rovaniemi Polytechnic Students - Camos ry is here for you, to help and support you, in both your studies and your free time.

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

You can become a member of Camos ry through the student association of your own field of study. As a member you can receive help above all in social matters (e.g., financial aid, housing allowance for students) and in questions related to education (e.g., assessment, course contents). By paying the membership fee of the association of your own field of study you become a member of the student union and SAMOK. You receive a blue student card that entitles you to discounts on bus and train tickets and SRM. You also have access to other nation-wide and local benefits. As a member you also enjoy cheaper coffee shop, bookstore and copy services in the different campuses.

The student union's operation is managed by a board of directors with eight representatives from different fields of study. Everyone on the board has their own area of responsibility, and the student union co-operates actively with the associations of the campuses. Together with the associations the student union arranges entertainment, courses and sports services. You can get information about the services we offer from your own association or by contacting us.

Wishing you a rewarding academic year 2004-2005 at Rovaniemi Polytechnic,

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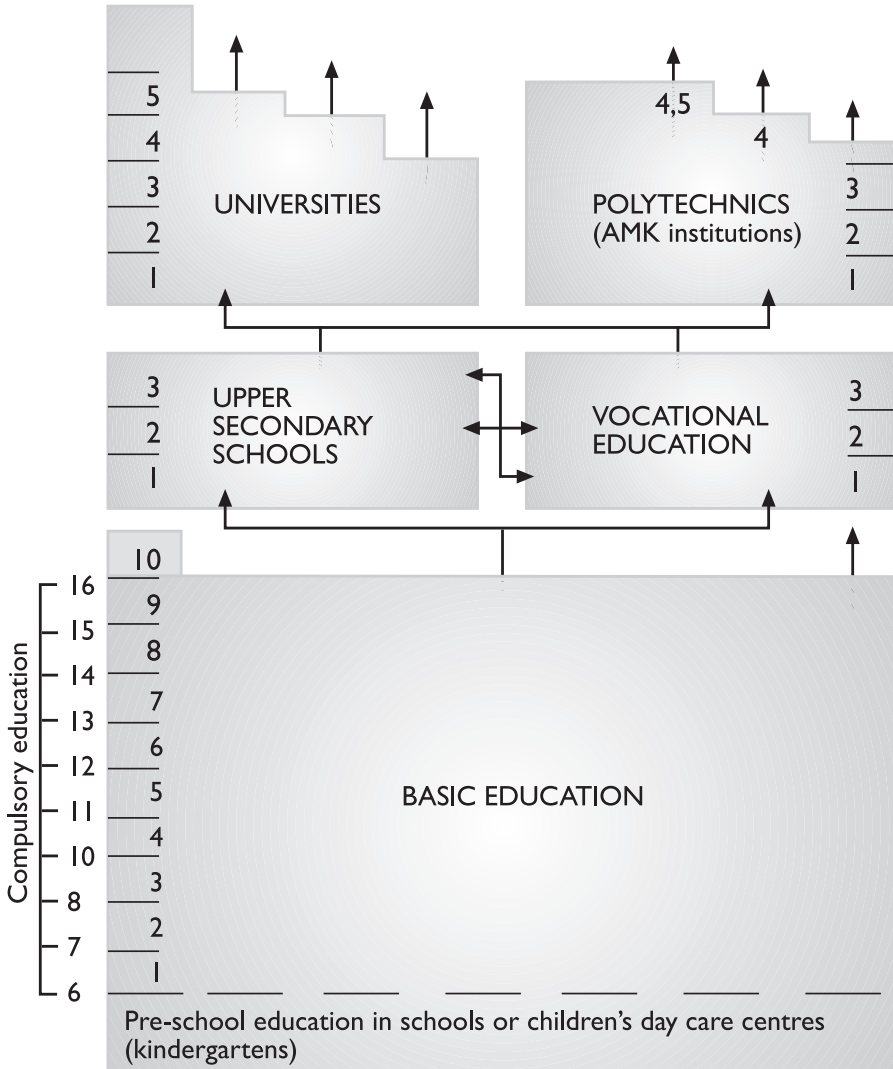
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I ROVANIEMI POLYTECHNIC

I.1 Structure of Finland's education system

Finland's higher education system is comprised of parallel sectors; polytechnics and universi-

ties. Polytechnic studies offer a practical higher education alternative that meets the needs of the industrial world. Polytechnic students receive theoretical knowledge and practical skills in the field of their choice.



1.2 The task of Rovaniemi Polytechnic

Rovaniemi Polytechnic is responsible for polytechnic-level education, applied research and development in Lapland's core branches of industry in the entire province. The polytechnic supports companies operating in traditional and new fields and fosters people's wellness in a healthy and socially sustainable manner. The polytechnic's operation emphasises the fields profiled in regional and provincial strategies. The main principles of operation are internationality, multi-disciplinary fields, internal and external co-operation, and networking.

1.3 Administration

The administration of the polytechnic is governed by the law on polytechnic education and specified on that basis in the regulations of Rovaniemi Polytechnic. Where applicable, the administration complies with the rules of Rovaniemi Municipal Federation of Education.

Polytechnic's board of directors

The polytechnic has a board of directors whose composition and tasks are specified in the law on polytechnic education and the regulations of Rovaniemi Polytechnic.

A new law concerning polytechnics became effective August 1, 2003. Rovaniemi Polytechnic's administration will be modified to conform with the new law in the beginning of 2005.

President

The president of the polytechnic is Pentti Tieraanta.

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 lines of the degree programme are headed by line directors.

Teachers

The polytechnic has principal lecturers, senior lecturers, part-time lecturers and visiting lecturers. The work of these teachers is specified in the statute on polytechnics (352/2003) and the regulations of Rovaniemi Polytechnic.

Student union

Rovaniemi Polytechnic's full-time students studying for a degree have established a student union named Camos ry. The union develops co-operation between students from different degree programmes and looks after the rights of students.

2 STUDYING AT THE POLYTECHNIC

2.1 Studying during the academic year 2004-2005

The scope of the degree programmes is 140 or 160 credits. Depending on the degree programme, the study period is 3.5 or 4 years. The study period in adult education may be shorter.

Rovaniemi Polytechnic's degree programmes and degrees in the academic year 2004 – 2005 in Degree regulations, Appendix 1.

2.2 Schedules of the academic years

Rovaniemi Polytechnic's academic year begins 1.8.2004 and ends 31.7.2005. The date when teaching starts varies by degree programme. More information is available from the fields of study.

1st unit	30.8. – 8.10.2004
2nd unit	11.10. – 26.11.2004
3rd unit	29.11.2004 – 21.1.2005
4th unit	24.1. – 11.3.2005
5th unit	14.3. - 22.4.2005
6th unit	25.4. – 3.6.2005

Autumn break is week 43. The autumn semester ends Friday, 17.12.2004.

Winter break is week 10. The spring semester ends Friday, 27.5.2005.

Grade assessment committee meetings

Monday	20.9.2004
Monday	15.11.2004
Friday	10.12.2004
Monday	14.2.2005
Monday	14.3.2005
Friday	16.5.2005

Campus-specific general examination dates

Wednesday	8.9.2004
Wednesday	27.10.2004

Wednesday	17.11.2004
Wednesday	8.12.2004
Wednesday	19.1.2005
Wednesday	16.3.2005
Wednesday	4.5.2005

2.3 Registering as an attending or non-attending student

Students must register as attending or non-attending every academic year. The registration period for the academic year 2004 –2005 is 15.4. – 6.9.2004. Students register for the entire academic year. The registration data may be changed beginning with the next semester.

A student who does not register as required will lose his or her right to study. If such a student wishes to begin or continue studying later, he or she must reapply for the right to study at the polytechnic. L351, 25 §.

Registration concerns all students. Also students who are leaving for practical training or exchange must register as attending students.

Detailed instructions about registration are available on the polytechnic's on-line site at www.ramk.fi

2.4 Structure of studies

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

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

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

The school's work year is one academic year, which is divided into autumn and spring semesters. Certain degree programmes may also include studies during the summer semester.

A credit is a measure of the scope of studies, and it corresponds to an average of 40 hours of work toward the goal of the studies. The scope of studies in the degree programmes will also be expressed as ECTS (European Credit Transfer and Accumulation System) points. According to the system, a full-time student must complete studies equivalent to at least 60 ECTS points during one academic year. The system will be taken into use at the beginning of the academic year 2005-2006.

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

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

The objective of free-choice electives (at least 10 cr) is to deepen and supplement students' professional know-how. Electives may also fill in and support the polytechnic degree programme and expand its content according to personal interests and inclinations. In addition to general and campus-specific free-choice electives, studies completed in other degree programmes and at other schools may also be included in free-choice elective studies.

Practical training familiarises students with the main practical tasks associated with their field and the application of knowledge and skills in practical working life. Depending on the degree programme, the scope of practical training is 20 - 57 cr.

The Bachelor's thesis (10 cr) indicates students' readiness to apply their knowledge and skills in

specialists' tasks or development of working life related to their professional studies. The thesis includes a maturity test, which indicates a command of Finnish and familiarisation with the topic of the thesis project.

Acquiring a degree requires satisfactory completion of all the study units included in the degree programme.

2.5 Studying

Polytechnic 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 studying which may include evening and weekend studies.

Personal curriculum

The curriculum presents the study units of the degree programme and their objectives. Based on the curriculum, students compile a personal curriculum at the beginning of the autumn semester, where they plan their studies in detail and choose their line-specific studies and free-choice electives. The tutor, study counsellor or group counsellor guides students in compiling their personal curriculum. Credits may be approved for previous studies and work experience when compiling the personal curriculum. Instructions on approving credits are given in appendix 2 of the degree regulations.

Registration for study units

Students must register for their chosen study units. Registration is done using the study register's WinhaWille student interface at www.ramk.fi

Starting students register for study units 1.9.-30.9.2004 (as an exception, registration for studies beginning in the first period ends already 9.9.2004).

Continuing students register for study units in the next academic year in May of the previous academic year.

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

More information about registration for study units at www.ramk.fi

Examinations

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. 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 which the student signed up for but did not participate in or did not answer the questions.

Assessment of study performance

Student assessment is based on the objectives and performance requirements presented in the curriculum. The performance requirements of study units may include examinations and various written and oral exercises.

The principles of assessment are announced to the students at the beginning of the study unit. Study units are graded on a scale of failed (0), satisfactory (1-2), good (3-4) and excellent (5). A study unit may also be graded on a scale of failed – passed. The degree programme in Sports and Leisure Studies employs a grading scale of failed, satisfactory (S), good (G), excellent (E). Language studies and the Bachelor's thesis are graded according to separate instructions.

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

Rectification of assessment of study performance

A student dissatisfied with study performance

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

Composition of the board of examiners

Chairman, senior lecturer Rauni Koukkula; alternate, senior lecturer Jorma Hietanen
Lecturer Merja Vankka; alternate lecturer Jouko Saraniemi
Lecturer Auli Tahiluoto, alternate line director Raimo Sirviö.

WinhaWille student interface of the study register

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

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

Registering as an attending or non-attending student is also done using WinhaWille.

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

Applying for a degree

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

2.6 Student services

Tasks related to student services are centrally handled and developed in Rovaniemi Polytechnic's common study affairs office and student application office. The administrator of Rovaniemi Polytechnic's student register, the person responsible for student selections, the secretary/presenter of the financial aid committee and the student affairs officer for the open polytechnic and the virtual polytechnic are located in the office. The office is situated on the Rantavitikka campus at Jokiväylä 11 C (Jokiväylä 13 beginning 1.10.2004).

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

2.7 ADP information on-line services

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

2.8 Chargeable certificates

Copies of the degree certificate cost 16 €/certificate. A foreign language certificate costs 8 €. Additional copies of this study guide cost 5 €/copy. Students receive one copy of this student guide free of charge at the beginning of their studies.

2.9 Study-related social benefits

Financial aid

To help finance their studies, students can apply for financial aid in accordance with the law on

financial aid from Kela's financial aid centre in Jyväskylä. The aid is granted as a lump sum for the entire regular study period. The maximum aid period is 45 months for a 140 credit degree programme and 50 months for a 160 credit degree program. The months of aid used for polytechnic studies are considered part of the maximum of 70 months of aid allowed for higher education studies.

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

Applying for financial aid

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

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

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

Monitoring of full-time studies

According to the law on financial aid (65/1994), a prerequisite for receiving financial aid is full-time studies and advancement in the studies. The polytechnic's financial aid committee monitors the advancement of all recipients of financial aid yearly. This monitoring is done on

the basis of the studies listed in the register of credits.

Monitoring the income of recipients of financial aid

Monitoring of income that affects financial aid is done each year on the basis of the student's income when the tax records are ready. The annual limit of free income is calculated on the basis of months of aid received: 505 €/month may be earned during each month of financial aid and 1515 €/month during each month of no financial aid. For example, if a student receives financial aid during 9 months, the limit of income is $9 \times 505 \text{ €} + 3 \times 1515 \text{ €} = 9090 \text{ €}$. If the student's annual income exceeds the limit, the excess financial aid must be paid back.

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

Financial aid for the period exceeding the normal period

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

Summer studies and summertime financial aid

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

Financial aid for studies abroad

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

land and are otherwise eligible for financial aid. Financial aid for a student studying abroad is the same size as in Finland. Housing allowance for students and loan security may be higher for studies completed abroad.

Financial aid committee

The operation of the financial aid committee is based on the law (1994, 65, 9 §) and statute (1994, 260, 8 and 9 §) on financial aid. The task of the financial aid committee is to determine whether degree programmes are full-time and to monitor whether students' studies are full-time and whether students advance in their studies.

The financial aid committee provides statements for Kela concerning advancement in the studies of recipients of financial aid and statements concerning the eligibility of summertime studies, studies exceeding the normal period and personal curricula to receive financial aid.

Rovaniemi Polytechnic's financial aid committee consists of eight members, of which half are students. The chairman of the committee is Outi Hyry-Honka, director of development of teaching, tel. +358 (0)16 331 3489, and the secretary is student affairs officer Vuokko Kononen, tel. +358 (0)16 331 3392.

Meal benefit

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

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

Adult education financial aid

The education and severance fund's adult education financial aid replaces the adult education grant, which ended 31.12.2002. For more information about adult education financial aid, visit the fund's home page at: <http://www.koulutus-erorahasto.fi>. Forms are also available at the information service points of employment agencies.

Student housing

The Domus Arctica Foundation's student housing can be applied for throughout the year. Housing application forms are available at the foundation's office: Ylikorvantie 22 A, FIN-96300 ROVANIEMI, tel. +358 (0)16 340 0800 or at www.urova.fi/das/.

Rovaniemi's Municipal Federation of Education has student housing in Kalliokumpu, Pöykkölä, Ojanperä and on Jänkätie. Housing application forms can be submitted when confirming your student place or by filling out an application form on-line. You may also apply for housing with a free-form application sent to Rovaniemen koulutuskuntayhtymä/Tilapalvelu, Mirjami Palojärvi, Jokiväylä 13, FIN-96300 ROVANIEMI, tel. +358 (0)16 331 3624. More information, maps of the locations of the housing and an application form are available at <http://www.tilapalvelu.roiakk.fi/>.

Health care

The city of Rovaniemi's social affairs and health board's student health care offers students the following services:

Health care nurse

The office hours of the health care nurse are posted on the bulletin boards of the campuses. Open office hours are intended for cases of illness. The health care nurse makes appointments for health check-ups, vaccinations, and family planning advice. The health care nurse also provides help with intoxicant and drug addiction problems and discusses about various crisis situations.

Doctor

The doctor on call at the health care centre is available to local and non-local students in cases of emergency. A doctor is on call at the city's health care centre, Sairaalakatu 1, 8:00-22:00 and at the central hospital, Ounasrinteentie 22, 22:00-8:00.

Dental care

For basic dental care you should visit the health care centre in your home municipality. A dentist is on call for local and non-local students in emergency situations. Contact the health care nurse or the health care centre.

Students on file in the rural municipality of Rovaniemi should visit the doctors at the health care centre in their home municipality.

Help for mental health and intoxicant addiction problems

- Youth psychiatry polyclinic, Kansankatu 12, appointments: tel. 346 924
- Mental health unit, Sairaalakatu 1, appointments: tel. 322 2269
- Lapland's youth intoxicant and drug addiction clinic ROMPPU, Maakuntakatu 29-31 A, appointments: tel. 342 0277
- Alcoholics' clinic, Sairaalakatu 1, appointments: tel. 322 2427

Accident insurance

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

Reduced prices

A valid student card entitles the student to reduced prices, e.g., on public transport.

2.10 International activities

The goal of Rovaniemi Polytechnic's international activities is to produce international, qualitative, competitive degrees; to implement research, development and services; and to educate internationally competent employees

to meet companies' needs. The strong area of the polytechnic is competence in northernness, which is also the focus of its international activities. As the northernmost polytechnic in the European Union, Rovaniemi Polytechnic is a place that sparks international interest.

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

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

Each student at Rovaniemi Polytechnic has the possibility to participate in international studies even without going abroad. Foreign lecturers visit during specialist exchanges and students may have foreign exchange students as classmates. It is possible to complete study units entirely in a foreign language, and the topics are often also handled from an international viewpoint. The "From Rovaniemi Polytechnic to the World" study unit provides readiness for international activity. It is also possible to internationalise by becoming an international peer counsellor student (3 cr).

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

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2.11 Library and information services

Rovaniemi Polytechnic's library operates on three campuses at four points: Viirinkangas Campus, Rantavitikka Campus, and Ounasvaara Campus (Health Care and Social Services and Sports and Leisure Departments). The library system also includes the Levi Institute's library in Kittilä.

The library's points of operation and their workshops are part of the learning environment. The library has books and magazines in both printed and electronic format. It also offers videos, CD-ROMs and access to important databases. Instruction in information acquisition and use of information sources is arranged as both contact teaching and on-line education. Polytechnic students' Investigative Learning study unit includes a one credit Principles of Information Acquisition course.

The library utilises the Voyager library system and participates in nation-wide co-operation between polytechnic libraries. The library's collections can be found in the Kaarnikka database at <http://kaarnikka.amkit.fi>. The Internet page at <http://www.ramk.fi/kirjasto> contains links to domestic and foreign on-line material and other selected information sources.

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

2.12 Career and recruitment services

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

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

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

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3 OTHER POSSIBILITIES OF STUDYING

3.1 InnoAcademy – learning by doing

InnoAcademy is a multi-disciplinary knowledge centre common to all the degree programmes, comprised of teachers and students. Studies completed at InnoAcademy consist of professional studies, project studies, practical training and thesis projects. The studies are specified in the students' personal curricula, which are compiled by the students and InnoAcademy's counsellor together.

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

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

meetings. Some of the commissions are confidential, in which case access to information is restricted to those who need it. The members of InnoAcademy themselves also actively acquire commissions. Project teams meet weekly with their counsellors, who guide and support the activity of the teams.

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

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

InnoAcademy operates in separate facilities on the Viirinkangas campus. The InnoAcademy facilities contain necessary equipment and software for implementing even demanding projects. Students can enter the facilities with their own key regardless of the time of day, whenever it suits them best. InnoAcademy's counsellors work in the same facilities with the students, without separate, closed workrooms.

3.2 YritysTakomo

Rovaniemi Polytechnic's enterprise incubator, YritysTakomo, is part of the InnoRamk innovation centre. The basic purpose of the enterprise incubator's operation is to activate students to establish enterprises during their studies or after graduation. The operating principle of YritysTakomo is to foster entrepreneurship in the operating area of Rovaniemi Polytechnic by promoting establishment of new enterprises and by supporting the development of SMEs.

Various players have co-operated in developing YritysTakomo into a multi-disciplinary, functional, environment which provides support for start-up enterprises, based on the needs of

different fields of study. The operating environment and support service system make it possible to start business operation while studying and after graduation. Bringing guidance and instruction close to the students in their operating environment facilitates the establishment of contacts. YritysTakomo utilises in its operation the expertise existing in Rovaniemi Polytechnic's fields of study. YritysTakomo's operation includes all the fields of study at the polytechnic.

YritysTakomo offers start-up and existing enterprises guidance and support by instructing them in developing a business idea; developing a business plan; compiling marketing, financing and other plans; and creating a network of co-operation. If necessary, YritysTakomo leases facilities and equipment to enterprises and provides other business services. An enterprise operating under YritysTakomo may also be physically located elsewhere. Enterprises operating within the services of YritysTakomo are charged a reasonable fee for the use of the facilities and equipment.

To increase know-how and specialist exchanges, YritysTakomo has created a mentor system which utilises the experience and know-how of existing enterprises. The mentor activity refers to the relationship between an experienced company and a start-up company.

YritysTakomo offers enterprises and students planning business operation personal guidance according to the needs of each enterprise / entrepreneur. YritysTakomo's enterprises form a network among themselves in order to benefit from marketing or purchasing, for example. The network also functions as a discussion forum between entrepreneurs. YritysTakomo together with its co-operative partners arranges educational events and regular thematic events. The main principle of all activity is confidentiality. YritysTakomo's operation is funded by ESR / Lapland's provincial government until the end of 2004. After that enterprise incubator operation will continue through free-choice elective YritysTakomo studies.

Additional information:

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3.3 Virtual polytechnic

Rovaniemi Polytechnic belongs to the Virtual Polytechnic of Finland, an entity formed by polytechnics which strengthens and diversifies education and training offered by the polytechnics. The objective is that all students have the possibility to also complete virtual study units offered by other polytechnics. Virtual polytechnic education is based on the principles of open and distance education.

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

Rovaniemi Polytechnic students are informed of acceptance into their own school's on-line studies through WinhaWille. Notification of

acceptance into Averkko's and other polytechnics' virtual polytechnic studies is sent to the students by email. The grades of Rovaniemi Polytechnic's on-line studies are recorded directly into WinhaWille. Certificates of credits for Averkko's and other polytechnics' virtual studies are sent to the address specified by the student. Students apply for approval of the credits from their own degree programme.

Rovaniemi Polytechnic students can obtain necessary usernames for the on-line and education environments from the ADP specialist of their own campus.

Additional information:

Study affairs office

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3.4 Open polytechnic education

Open polytechnic education consists of degree programme studies and common studies leading to a Rovaniemi Polytechnic degree. The studies are co-ordinated from open polytechnic education. Their content comes from the degree programmes and the education is implemented by teachers and specialists. The scope of the studies is 2 - 5 credits.

Open polytechnic education includes only professional and general education study units. The education is open to everyone interested, regardless of age or previous education. The studies are also suitable for polytechnic students, for example, as free-choice electives. The education is arranged in evenings, on

weekends and in summer. The education is implemented as contact teaching, multi-format teaching and on-line education. (www.averko.fi and www.ramk.fi/virtuaaliamk)

Open polytechnic studies are free of charge for students studying in a degree programme. Participation in open polytechnic studies should be agreed on with the head of the degree programme before starting. Open polytechnic studies may be included as credits in a degree programme, and approval of the credits complies with Rovaniemi Polytechnic's degree regulations.

Studies and new study units are announced during the semester in the local newspapers and on the polytechnic's www site at <http://www.ramk.fi/education/openpolytechnic/study-schedule>.

Registration for open polytechnic study units is done using a form which is submitted to the study affairs office or using an electronic form on the polytechnic's www page at <http://www.ramk.fi/education/openpolytechnic/registration>.

Rovaniemi Polytechnic's students register using WinhaWille. Students are selected in the order of registration.

Additional information

Study affairs office

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3.5 Provincial College of Lapland

Rovaniemi Polytechnic participates in the joint regional operational development project of Lapland's higher education institutions, the Provincial College of Lapland. The purpose of the development project 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 polytechnic and open university education, supplementary education, education leading to a degree) derived from the needs of the region's industry, regional research and development projects (thesis projects, studies, assessments) and R&D and innovative projects that serve business operation.

The offerings of the Provincial College of Lapland project will be announced through municipal co-operative organisations and the participants in the Provincial College of Lapland (www.openeducationguides).

Additional information:

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3.6 Lapland's summer university - Studies offered by Rovaniemi Municipal Federation of Education

Lapland's summer university is an institute of free education. Approximately half of the education is open university education. It is possible to supplement a degree programme with minor subjects of different universities. Open university education is arranged in co-operation with universities and colleges according to local educational needs. The summer university offers the possibility to complete studies in Rovaniemi and elsewhere in the province, especially in the Kemi-Tornio area. Lapland's summer university participates in the Provincial College of Lapland.

The summer university also arranges current professional supplementary education, language training in Finland and abroad, upper secondary school courses and university activities for the elderly. The summer university operates all year round. Most of the education is based on education initiatives sent to the summer university. Around 3000 students a year participate in summer university education.

Additional information:

Rovaniemi office
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Kemi-Tornio office
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FIN-94100 Kemi
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4 COMMON STUDIES

4.1 Rovaniemi Polytechnic's common basic studies

The student's curriculum includes 10 credits of Rovaniemi Polytechnic's common basic studies. Common studies develop the student's readiness to study and language skills, and provide basic knowledge in research work and entrepreneurship studies.

STUDY MODULE

YH1

ROVANIEMI POLYTECHNIC'S COMMON BASIC STUDIES

Study Units (taught in English)

YH1C Communication	2 cu
YH1F New Learning Environments	2 cu
YH1G Lapland as Part of the EU	2 cu
YR1R Entrepreneur, Enterprise and Society	2 cu
YH1H Basics of the Research and Development Process	2 cu
- OYH1H1 part 1	
- OYH1H2 part 2	

Study Unit

YH1C Communication	2 cu
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Objective of the course and course contents

The student becomes familiar with the concepts of communication. He/she has a command of basic communication skills needed in studying and in working life.

Contents

- concepts of communication
- planning and giving oral presentations

- writing a journal, an essay, a summary, a report and a memo

Teaching methods

Lectures, seminars, team tasks, exercises

Recommended reading

Fiske, John,
Introduction to Communication Studies.
Jandt, Fred E.
Intercultural Communication. An Introduction.
Samovar, Larry A. – Porter, Richard E.,
Communication Between Cultures.

Assessments methods

Essay, presentation
The journal can increase or decrease the grade by one number
Active participation improves the grade
All tasks need to be accepted to pass the course.

Assessment scale: fail – excellent (5)

Study Unit

YH1F New Learning Environments	2 cu
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Objective and content of the course

The student familiarises him/herself with polytechnic studies. He/she understands the importance of continuous personal information retrieval and data management as a part of the learning process and the development of his/her professional skills.

Content

- First partial area: Learning to learn
- investigative learning and new learning environments, self-oriented learning
 - study skills
 - evaluation of learning
 - planning of studies, on-line studies
- Second partial area: Basics of information retrieval
- defining the demand for information
 - effective information retrieval
 - critical and ethical use of information sources

Teaching methods

The course is carried out in an on-line learning environment. Students are given instructions for on-line studies. Students are obligated to enrol for a repetition of the course to the on-line study secretary via email: eopintosihteeri@ramk.fi

Recommended reading

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

Assessment methods

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

Assessment scale: fail – pass

Study Unit

YH1G

Lapland as Part of the EU

2 cu

Objective and content of the course

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

The study unit also briefly introduces how it is possible to get inside the European Union and shorten distances between Lapland, the rest of Europe and the world through project activity.

A brief look at the most important sources of information

The European Union's regional policy

- What is meant by the common regional policy of the EU, or the Europe of regions?
- Why was a common regional policy created?
- How is regional policy implemented in practice and what are the most important tools used?
 - structural funds
 - objective programmes
 - organisational initiatives

- other activity

Practical cases

- Regional development with EU funds, 3 cases of different structural policy projects
- From objective programmes to practical activity, 1 case
- Regional policy as an aid to internationalisation, 3 cases

Other project activity supported by the European Union

Teaching methods

The entire course is carried out as self-guiding on-line education. The study units are divided in such a way that in each part a brief presentation is made, complete with explanations and links to the most important European Union home pages. The basic principle is to utilise existing pages and concentrate more on creating instructions for using the pages.

Practical implementation of regional policy is introduced through practical cases, which are either ongoing projects or already implemented projects.

Recommended reading

The teaching material is created by Finnbaarents. As mentioned above, an important source of information is the European Union's home pages at <http://www.europa.eu.int> and therein especially the pages dealing with regional policy and project activity under the European commission at <http://www.europa.eu.int/comm/>. The course also covers other sources of EU information.

Assessment methods

The students must return answers to intermediate questions, which account for 40 % of the grade, according to an agreed schedule. To pass the course the students must also take an on-line test containing altogether 15 alternative questions and 3 short (max. 1000 characters) written essays. In the on-line test procedure the questions are posted in the morning on an agreed date and the students have 2 hours to complete the test. After that the test is closed. The course is assessed on the basis of the test,

which accounts for 60 % of the grade.

Assessment scale: failed – excellent (5)

Study Unit

YR1R

Entrepreneur,

Enterprise and Society

2 cu

Objectives and contents of the course

The student becomes acquainted with the changing business environment on both the national and international level. The student understands that entrepreneurship is a noteworthy option for a career. The student also recognises entrepreneurship qualities and becomes acquainted with the possibilities of business operation.

Contents

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

Pedagogical arrangements

Lectures, entrepreneur and business visits, work in groups and self-learning

Learning material

The material is announced at the beginning of the course

Requirements

and evaluation of the course

Passing this course requires active participation in contact lectures. The students have to pass both a learning assignment and an examination. This course will be evaluated by using the grades pass or fail.

Assessment scale: fail – excellent (5)

Study Unit

YH1H

Basics of the Research

and Development Process

2 cu

Objective and content of the course

The student becomes interested in the research and development process in his/her own field. The student internalises the idea of research-based activities and the importance of diversified research to problem-solving in working life. The student familiarises him/herself with research work and different studies. He/she also familiarises him/herself with project activity and its importance, regardless of the field or the nature of the project.

Content

The first partial area consists of the basic principles of research work:

- research work and different studies

The second partial area consists of the basic principles of project activity:

- devising a project plan
- reporting and monitoring a project

Teaching methods

First partial area: Studies consist of lectures and presentations of professional research work (visiting researchers). As a self-access assignment, students in pairs familiarise themselves with one of the studies in their own field, using course material as a source of information, then analyse the assignment, present it and evaluate it in a diversified seminar.

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

Recommended reading

First partial area: Source books are given later on during the course

Second partial area: All course material can be found in the virtual learning environment

Assessment methods

First partial area: lectures, obligatory attendance at seminars and completion the evaluation of a study.

Second partial area: completion of the partial tasks, practical work related to the student's own field of study and an on-line exam.

Assessment scale: fail – pass

4.2 Business expertise and entrepreneurship

The student's degree includes 10 cr of business expertise and entrepreneurship studies. The studies consist of five 2 cr study units. The first is implemented in common basic studies and the rest in the degree programmes.

STUDY MODULE
YR1
**BUSINESS EXPERTISE AND
ENTREPRENEURSHIP**

Objective and content of the course

The student acquires basic knowledge about business expertise and entrepreneurship. He/she understands the importance of business expertise in the operation of enterprises and organisations. The student becomes familiar with the basic principles of economic operation and understands how an enterprise functions and the significance of marketing and financial management in an organisation's operation. The student becomes familiar with entrepreneurship in his/her own field, the possibilities of entrepreneurship, and understands that entrepreneurship is an option as a career.

Study Units

YR1R

Entrepreneur, Enterprise and Society 2 cu
- implemented in Rovaniemi Polytechnic's common basic studies

YR1X

**Introduction to
Business Planning 2 cu**

YR1Y

**Introduction to
Financial Management 2 cu**

YR1Z

Introduction to Marketing 2 cu

YR1I

**Entrepreneurship in one's own field/
Degree Programme in Tourism 2 cu**

YR1U

**Entrepreneurship in one's own field/
Degree Programme in Information
Technology 2 cu**

YR1W

**Entrepreneurship in one's own field/
Degree Programme in International
Business 2 cu**

4.3 Free-choice electives

The student's curriculum includes 10 credits of free-choice electives. The goal of free-choice electives is to support studying, professional and personal development, and multi-professionalism.

Free-choice electives arranged by Rovaniemi Polytechnic are language and communication studies (presented in chapter 4.4), general free-choice electives and campus-specific studies that provide know-how in service, production and wellness. The topics of the studies are based on Rovaniemi Polytechnic's strategy.

All studies arranged at Rovaniemi Polytechnic as well as studies completed in another polytechnic, university or elsewhere by agreement may also be approved as free-choice electives.

4.3.1 General free-choice electives

STUDY MODULE
VV2
GENERAL FREE-CHOICE ELECTIVES

Study Units

VV2C	
Northern Heritage	2 cu
VV2D	
Barents Region	2 cu
VV2J	
Marketing – Case RAMK	2 cu
VV2K	
Student Activities	2 cu

Study Unit

VV2C	
Northern Heritage	2 cu

Objective of the course and course contents

The student understands Northern Europe as a wider concept than the Scandinavian countries and Finland. The student extends his or her knowledge of the common and different features of the environment, history, culture and modern world in the Northern Periphery Region.

Contents

- environment in the Northern Periphery
- historical background of the region
- culture
- the Northern Periphery in the modern world

Teaching methods

Virtual course, including material and assignments

Recommended reading

A list of references and links is available in the learning environment.

Assessments methods

Essay and exam. All tasks need to be accepted to pass the course.

Assessment scale: fail – excellent (5)

Study Unit

VV2D	
Barents Region	2 cu

Objective of the course and course contents

The objective of the course is to become familiar with the Barents region, its geography, economy and people.

Contents

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

Teaching methods

1 cr, virtual studies

1 cr, a study tour to Russia, expenses paid by the student (visa, passport, accommodation, meals and transportation)

Recommended reading

Provided in the course

Assessments methods

All tasks need to be accepted to pass the course.

Assessment scale: fail – pass

Study Unit

VV2J	
Marketing – Case RAMK	2 cu

Objective of the course and course contents

The student learns to organise marketing events and participate in a fair as an exhibitor. He/she also learns personal sales skills.

Contents

- developing skills to appear in public
- customer-oriented marketing
- sales promotion and personal sales

Teaching methods

Lectures, exercises and tasks connected to the promotion and marketing of Rovaniemi Polytechnic.

Recommended reading

Lecture handouts

Assessments methods

Skills test and active participation. All tasks need to be accepted to pass the course.

Assessment scale: fail – pass

Study Unit

VV2K

Student Activities

2 cu

Objective of the course and course contents

The student familiarises him/herself with Rovaniemi Polytechnic's operating and study environment and wants to develop it through peer tutoring, participation in work groups or student union activities.

Contents

Participation in one or more of the following activities at Rovaniemi Polytechnic

- student tutoring (tutoring new students)
- international peer counselling (tutoring international students)
- student union activities or working in a work group

Teaching methods

Practical arrangements for different activities will be announced in WinhaWille implementation descriptions. The student can participate in several implementations and thereby accumulate credit units. The responsible teacher verifies the activities from the student's report or portfolio.

Recommended reading

Will be announced in the implementation descriptions.

Assessments methods

Participation in training and activities. Credit

units accumulate according to the student's participation in different activities. Activity report or portfolio. All tasks need to be accepted to pass the course.

Assessment scale: fail – pass

4.3.2 Campus-specific free-choice electives:

STUDY MODULE

VV3

STUDIES THAT PROVIDE KNOW-HOW IN SERVICE

Study Units

VV3B

Regional co-operation

and business in the Barents region 2 cu

VV3C

European Union in Transition

2 cu

VV3E

Finnish Lapland as a Phenomenon

2 cu

VV3F

International Business Etiquette

and Hospitality

2 cu

STUDY MODULE

VV4

STUDIES THAT PROVIDE KNOW-HOW IN PRODUCTION

Study Units

VV4A

Reindeer Husbandry

2 cu

VV4C

Snow and Ice Construction

2 cu

VV4I

Environmental Protection and Policy

2 cu

VV4J

Geographic Information Technology

2 cu

STUDY MODULE
VV5
STUDIES THAT PROVIDE KNOW-HOW IN
WELLNESS

Study Unit

VV5C

Event Management

2 cu

4.4 Language and communication studies

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

The objective of the polytechnic's language and communication studies is to

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

4.4.1 Entry-level tests in English and Swedish

The entry-level requirement for English and Swedish studies is completion of secondary

school education or comprehensive school and 2nd level vocational school education. At the beginning of their studies the students participate in entry-level tests in English and Swedish arranged by the fields of study, which are used to determine whether or not their entry level is sufficient for polytechnic studies in English and Swedish. Students who perform poorly in the entry-level tests are advised to take preparatory study units VV1A Activation of English and VV1B Activation of Swedish, which are free-choice electives at Rovaniemi Polytechnic. More information about entry-level tests can be obtained from the language teachers of the fields of study.

4.4.2 Swedish studies and language legislation

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

The basic studies of Rovaniemi Polytechnic students include at least a 2 credit study unit in Swedish, which is assessed on a scale of failed – excellent (5). Upon completion of the study unit(s), the study unit(s) and language skill complying with the statute are marked on the student's certificate. This small language test is graded as satisfactory or good. The grade is derived (for students starting their studies in 2004) as follows: satisfactory corresponds to an average grade of 1-3 for the study unit(s) and good corresponds to an average grade of 4-5.

4.4.3 Assessment of language studies

Language and communication studies are assessed on a scale of failed - excellent (5). Assessment of study units in language studies are based on nation-wide AMKKIA skill-level desc-

riptions, which were created in a Harmonisation of Language Skill Assessment in Polytechnics (AMKKIA) project. The AMKKIA skill-level descriptions are adapted to comply with levels A1-C2 in the pan-European six-step frame of reference of the European Council. The skill-level descriptions provide a verbal assessment of the language skill achieved by the student.

All of the language and communication study units require active participation in contact teaching. Details on content and principles of assessment are announced by field of study and study unit.

AMKKIA – skill-level descriptions

6

(C 2 level in the framework of the European Council) Is able to speak very fluently and effortlessly in all social and professional situations. Is able to write difficult text and exhibits a command of various styles. Understands all kinds of speech, including profession-oriented speech, without difficulty. Only fine nuances and speech that differs from the standard language may cause difficulties. Easily reads all texts, including complex instruction manuals and special articles, even when they are not related to his/her own field. Fine nuances in meaning may cause difficulties. There is no apparent weakness in understanding and using language structures and vocabulary.

5

(C1) Is able to express him/herself fluently in social and professional language situations. Is able to write clear, fluent text, including text related to his/her profession, using the proper style. Understands lengthy speech, complex instructions and language that includes special vocabulary. Speech that differs from the standard language causes some difficulties. Understands text dealing with his/her own special field and other linguistically complex text without difficulty. Rarely used expressions and nuances in meaning nevertheless occasionally cause problems. Has a good command of the structure of the language, but problems may still occasionally show up in some uncommon

contexts. Understands and is able to properly use an extensive general vocabulary and the vocabulary of his/her own field.

4

(B2) Is able to get along well in everyday situations related to work and leisure time. Overcomes most difficulties encountered in communication by using alternative expressions. Is able to write entities with intact contents. Expressed inaccuracies do not hinder understandability. Understands normally paced speech in topics related to practical life, leisure time and work. Abstract topics and fast-paced speech that differs from the standard language cause difficulties. Understands the main points of text concerning general topics and his/her own special field. Details and nuances may remain unclear. Knows how to use structures versatily, but errors occasionally show up when using the most complex and rarely used structures. His/her vocabulary suffices to express the main issues in slightly more demanding tasks and situations. Is familiar with the vocabulary of his/her own field, but definite deficiencies exist elsewhere.

3

(B1) Is able to speak understandably and gets along reasonably well in routine work situations and everyday language, although communication is still slow and unsure. Is able to express a desired message in writing using standard expressions. The text may be linguistically slightly disjointed, which may interrupt the rhythm of reading. Is able to grasp the main points of normally paced speech and many radio and TV programmes. Slightly faster speech still causes difficulties in understanding. Understands text containing mostly everyday language or language related to work. Less familiar topics and parts of the most difficult texts may not be understood. Knows how to use the most common structures, but there is occasional uncertainty in his/her command of grammar. Is very familiar with vocabulary in tasks and situations related to everyday life and reasonably familiar with the vocabulary of his/her own field.

2

(A2) Is able to communicate in simple, routine tasks and situations. Is not able to understand enough to maintain a conversation him/herself. Is able to write short, simple texts, but the texts do not necessarily form an intact entity nor are all the expressions fully understandable. Understands the main points of clear, ordinary speech concerning familiar topics ordinarily encountered at work and during leisure time. Understands the main points and is able to find expected information from short, simple texts dealing with familiar topics. Is able to grasp easily identifiable operating instructions by reading. Knows how to use simpler phrases and a few more complex phrases, but his/her command of grammar is uncertain. Knows most common words, but there is occasional inaccuracy in their usage.

I

(A1) Is able to verbally communicate only in the simplest situations. Communication is slow and discontinuous. Is able to write only short, simple texts comprised of simple expressions and scattered phrases which are only partly understandable. Understands expressions related to basic information about him/herself and the concrete environment. Is able to understand the main content of short, clear messages. Understands very simple phrases and expressions concerning easily identifiable information. Knows how to use only the simplest structures and even their accuracy is uncertain. Knows only the most general vocabulary related to everyday life, him/herself and his/her own field.

Juurakko, Taina - Takala, Sauli 2001. Kohti yhdenmukaisempaa kielitaidon arviointia ammattikorkeakouluissa. In the book Kielitaidon arvioinnin yhdenmukaistaminen ammattikorkeakouluissa (AMKKIA) (ed. Taina Juurakko), 9-25. Häme Polytechnic publications A:16, Hämeenlinna.

4.4.4 Rovaniemi Polytechnic's free-choice elective language and communication studies

STUDY MODULE VV1 LANGUAGE AND COMMUNICATION STUDIES

Study Units

VV1D	
Intercultural Communication	2 cu
VV1F	
Advanced English for Services	2 cu
VV1G	
Advanced English for Engineering	2 cu
VV1AC	
French 1	2 cu
VV1AD	
French 2	2 cu
VV1AE	
French 3	2 cu
VV1AF	
Survival Finnish for International Students	2 cu
VV1AG	
Spanish 1	2 cu
VV1AH	
Spanish 2	2 cu
VV1AI	
Spanish 3	2 cu

5 ROVANIEMI POLYTECHNIC'S DEGREE REGULATIONS

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

Rovaniemi Polytechnic's educational task and degrees

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

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

In arranging and implementing degrees and studies, the polytechnic complies with the law (351/2003) and statute (352/2003) on polytechnics. The polytechnic also complies with these degree regulations, rules based on the above law and statute, and Rovaniemi Polytechnic's regulations.

According to the Ministry of Education's decision on degree programmes for the academic years 1999 – 2000, 2000 – 2001, 2001 – 2002, 2002 – 2003, 2003 – 2004 and 2004 – 2005, the polytechnic degree programmes mentioned in appendix 1 can be completed at Rovaniemi Polytechnic.

Studies

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

The performance requirements of different study units are stated in curricula which the polytechnic decides on each year. The teacher responsible for each study unit specifies in more detail the content, performance requirements and principles of assessment of the study unit.

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

Rovaniemi Polytechnic's common studies may be completed in any polytechnic degree programme.

Registering for a study unit

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

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

Period of study

The period of study is calculated from the scope of the curriculum, where 40 credits correspond to one academic year of studies. In adult education and specialisation studies leading to a degree the period of study is based on the scope of the curriculum and the education implementation plan. The period of study of transferring students is based on the period of study of the student's previous polytechnic studies, the scope of the studies in the student's personal curriculum and the education implementation plan.

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

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

Registering as a student

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

Completion of a degree programme

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

Upon application the polytechnic may approve studies completed in another polytechnic, school or college, or studies completed abroad, as compensating studies or studies belonging to the degree programme.

Studies completed elsewhere prior to starting the degree studies will only be included in the degree certificate provided the total number of credit units do not exceed the total number of credits allocated to the degree programme in question.

Assessment and certificates

Polytechnic study units are graded on a scale of failed (0), satisfactory (1-2), good (3-4) and excellent (5) or on a scale of failed (0), passed (P), passed with honours (E). Study units may be graded on a scale of passed, failed. The performance requirements and principles of assessment of the study units are presented in the curriculum. For a special reason the polytechnic may decide to use other methods of assessment or grading scales to assess study units.

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

Rectification of assessment of study performance complies with the statute 352/2003 on polytechnic studies.

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

Acceptance of students

Students are selected into degree programmes or lines according to decisions made by the Ministry of Education. Acceptance of students, admission requirements and selection procedures are specified in the law 531/2003, statute 353/2003, statute 355/2003 and statute 352/2003 on polytechnic studies.

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

A full-time student who has completed at least 27 credits / academic year at the previous polytechnic may be accepted as a transferring student.

Effectiveness

These degree regulations have become effective August 1, 2004.

Degree regulations, Appendix I

Rovaniemi Polytechnic's degree programmes and degrees in the academic year 2004 – 2005
By separate decision of the polytechnic, also as adult education

NATURAL SCIENCES (140 cr)

Degree Programme in Business Information Technology

The degree programme leads to a Bachelor of Business Administration (BBA) degree

Graduates can use the title of Tradenomi

NATURAL RESOURCES AND THE ENVIRONMENT (160 cr)

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

Degree Programme in Rural Industries

Graduates can use the title of Agronomist

Degree Programme in Forestry

Graduates can use the title of Forestry Engineer

TOURISM, CATERING AND INSTITUTIONAL MANAGEMENT (140 cr)

The degree programmes lead to a Bachelor of Hospitality Management degree

Graduates can use the title of Restonomi (AMK)

Degree Programme in Tourism

Graduates can use the title of Bachelor of Hospitality Management / Restonomi (AMK)

SOCIAL SERVICES, HEALTH AND SPORTS (140 cr/160 cr)

The degree programmes lead to a Bachelor of Health Care and Social Services degree except for the Degree Programme in Sports and Leisure Studies, which leads to a Bachelor of Sports Studies degree

Degree Programme in Physiotherapy

Graduates can use the title of Physiotherapist
Degree Programme in Nursing and Health Care, lines:

- *Nursing*

Graduates can use the title of Nurse

- *Health Care*

Graduates can use the title of Public Health

Nurse

Degree Programme in Counselling of Rehabilitation

Graduates can use the title of Rehabilitation Counsellor

Degree Programme in Sports and Leisure Studies

The degree programme leads to a Bachelor of Sports Studies degree

Graduates can use the title of Sports Instructor
Degree Programme in Social Services

Graduates can use the title of Sosionomi (AMK)

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

HEALTH CARE AND SOCIAL SERVICES POLYTECHNIC CONTINUATION DEGREE (60 cr)

The degree programme leads to a continuation degree in health care and social services

Continuation degree programme in health promotion and preventive work

TECHNOLOGY COMMUNICATION AND TRANSPORT (160 cr)

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

Graduates can use the title of Bachelor of Engineering

Degree Programme in Mechanical and Production Engineering

Degree Programme in Land Surveying

Degree Programme in Borealis Software Engineering

Degree Programme in Construction Engineering

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

SOCIAL SCIENCES, BUSINESS AND ADMINISTRATION (140 cr)

Degree Programme in Business Economics

The degree programme leads to a Bachelor of Business Administration (BBA) degree

Graduates can use the title of Tradenomi

Degree Programme in International Business

Graduates can use the title of Bachelor of Business Administration/ Tradenomi

Degree regulations, Appendix 2

Principles of approval of credits for studies and work experience in Rovaniemi Polytechnic's degree programmes

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

Approval of credits, regardless of whether it concerns compensation of credits or inclusion in optional studies of study units completed elsewhere, is always done on the basis of a written application, and the decision is archived. Study units with a scope of less than one credit may not be included in the studies.

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

Studies included in comprehensive school or secondary school degrees are not approved for credits in polytechnic studies. An exception is students who have completed polytechnic study units in secondary school, vocational secondary school or experimental youth education.

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

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

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

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

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

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

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

