The North
Leads the way

STUDY GUIDE 2012–2013

Rovaniemen
ammattikorkeakoulu
University of Applied Sciences
LUC

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Welcome to Rovaniemi University of Applied Sciences

University of applied sciences education is currently undergoing a change in Finland. We are building a more functional university of applied sciences system that serves working life better. In connection with this change we are collaborating more closely with working life. Students beginning their studies in the academic year 2012–2013 will be able to integrate better with business life through diverse practical training and projects in working life. At the same time many students will create contacts leading to a future job.

The structures of university of applied sciences education in Lapland will also change. Together with Kemi-Tornio University of Applied Sciences we are building a new Lapland University of Applied Sciences. This way responsibility for the highest level of professional education will be carried by broader shoulders and students will be offered better educational opportunities. This process of change will begin in 2014.

Rovaniemi University of Applied Sciences is continuously developing its own operating models. The Ministry of Education and Culture requires shortening of study times and lengthening of careers. This means students need to concentrate more on their studies and graduate sooner. Rovaniemi University of Applied Sciences is meeting this challenge by reshaping its vision of learning towards problem-based learning and adopting more effective practices for guiding the learning process.

Student union activity is an essential part of studentship. Rovaniemi University of Applied Sciences' student union is Camos r.y. Camos is in continuous dialogue with the HEI's management in current issues related to student life. I hope every university of applied sciences student contributes to student union activity at least by becoming a member of the student union.

I wish both students and staff a great academic year 2012–2013.

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 cooperation between students and staff here 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.

In addition to looking after students' benefits, Camos also arranges things to do in the form of various events 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 campus organisations. If you aren't a member yet, join soon so that you can participate in our activities. The most obvious reason for paying the membership fee is a student card and associated benefits. The card entitles you to discounts in local and nationwide businesses and student discounts on train and bus tickets. The student union membership fee is only €23 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 representatives also appoint the board members. The board is the student union's working body, which takes care of the union's practical matters. 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 Rovaniemi University of Applied Sciences. If any questions arise or if you just want to voice your opinion about something or other, send an e-mail message or stop in the office on the Rantavitikka Campus (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, *visit www.camos.fi*.

Best regards,
Johannes Collins
Chairman of the board
Rovaniemi University of Applied Sciences
Student Union Camos
pj.camos@ramk.fi
Tel. +358 45 261 2630
www.camos.fi
www.facebook.com/camosramk

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1 Rovaniemi University of Applied Sciences

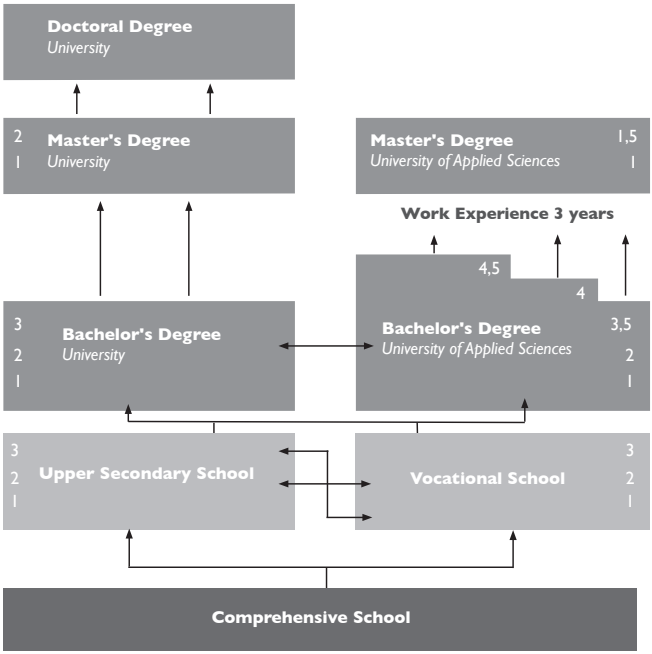
1.1 Structure of Finland's education system

Universities of applied sciences (UASs) are a part of Finland's higher education system. UASs and academic universities together form the system of higher education. UAS studies offer a practical higher education alternative that meets the needs of working life. UAS 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 regulated by the University of Applied Sciences Act and Decree 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 University of Applied Sciences Act and RAMK's regulations.

Composition of the board of directors (alternates in parentheses)

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

Teachers' representatives:

Principal Lecturer Jorma Hietanen
(Senior Lecturer Petri Pälli)
Senior Lecturer Tero Leppänen
(Principal Lecturer Matti Rahkala)

Representative of other full-time staff:

Education Coordinator Niina Riihiniemi
(Administrative Coordinator Tiina Huhtalo)

Representatives of full-time students 1.1.–31.12.2012:

Johannes Collins (Jonna Jakkila)
Elina Jaako (Isabelle Ballester)

Representatives of industry and working life:

Head Nurse Marjatta Vapa (Jorma Manninen)
Managing Director Pirkka Salo
(Communications Manager Heikki Kontiosalo).
Secretary, Executive Secretary
Kristiina Hintikka-Kukkola

President

RAMK's president is Martti Lampela.

Degree programmes and fields of study

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

Teachers

RAMK has principal lecturers, senior lecturers, part-time lecturers and visiting lecturers. The work of these teachers is specified in the UAS Decree (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 other UAS students.

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 2012–2013

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 1.8.2012 and ends on 31.7.2013. The academic year is divided into autumn and spring semesters. Certain degree programmes may also include studies during the summer semester.

The academic year's opening event for all new students is on Friday 7.9.2012 at the Rantavitikka Campus, Jokiväylä 11.

Teaching and practical training for starting students is arranged from 3.9.2012 to 18.6.2013. Teaching and practical training for continuing students is arranged from 6.8.2012 to 24.5.2013.

Graduation ceremonies are held on 20.12.2012 and 24.5.2013. Christmas recess is during weeks 52 and 1.

Grade assessment committee meetings (certificate signing dates in parentheses)

Friday 14.9.2012	(21.9.2012)
Friday 12.10.2012	(26.10.2012)
Friday 16.11.2012	(23.11.2012)
Monday 10.12.2012	(20.12.2012)
Friday 11.1.2013	(18.1.2013)
Friday 15.2.2013	(22.2.2013)
Friday 15.3.2013	(22.3.2013)
Friday 12.4.2013	(19.4.2013)
Wednesday 15.5.2013	(24.5.2013)
Tuesday 11.6.2013	(18.6.2013)

General examination dates and times

Monday 27.8.2012,	16:30–19:30
Monday 24.9.2012,	16:30–19:30
Monday 22.10.2012,	16:30–19:30
Monday 19.11.2012,	16:30–19:30
Monday 10.12.2012,	16:30–19:30
Monday 21.1.2013,	16:30–19:30
Monday 18.2.2013,	16:30–19:30
Monday 18.3.2013,	16:30–19:30
Monday 22.4.2013,	16:30–19:30
Monday 13.5.2013,	16:30–19:30
Monday 3.6.2013,	16:30–19:30

2.3 Registering as an attending or non-attending student

Students must register as attending or non-attending every academic year in the manner specified by RAMK. Non-attendance can be terminated by registering as an attending student at the beginning of the next semester. A student who does not register as an attending or non-attending student will lose his/her right to study. A student who has lost his/her right to study may apply to have the right to study restored starting from the beginning of the next semester. The fee for restoring the right to study is €35. (RAMK degree regulations).

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 Registration as an attending student is done on the student's application for the right to study. A student who has been granted an extension to his/her right to study period or who is completing specialisation studies may not register as a non-attending student.

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

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

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

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/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 development of working life related to their professional studies. The thesis includes a maturity test which demonstrates 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 which demonstrates 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 teacher 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 prior learning acquired elsewhere. A transfer of credits for prior learning acquired elsewhere must be applied for during the first semester. Instructions for transferring credits are given in an appendix to the Degree Regulations contained in Chapter 6 of this study guide.

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 teacher tutor can create, modify and manage the student's ISP during one-on-one discussions or online. 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 31.8.–15.9.2012.

Continuing students register for the next academic year's study units during the spring semester 14.4.–31.5.2013.

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/she has registered, the study unit is graded as 'failed'. Registration may be cancelled for a valid reason before the study unit begins.

Detailed instructions on registering for study units are given at *www.ramk.fi/registering*.

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 connection 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.

Competence is 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 from the date when 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/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 of receiving notification of the decision (Act 351, § 27).

Board of examiners (alternates in parentheses)

Chair: 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 study register

Students can use the eHOPS tool and the WinhaWille student interface of the study register to monitor their own individual study plan and study performance and update their own contact information. They may also print out performance reports. Students are responsible for keeping their register information up to date. A change in their address or phone number should be updated in the register without delay.

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 graduation procedures at *www.ramk.fi/forms*.

Chargeable certificates

Copies of the degree certificate cost €16/certificate.

Student feedback

Feedback is collected from students in each study unit and as annual feedback in each degree programme in different phases of the learning path. Student feedback is utilised in developing and ensuring the quality of education.

Study unit feedback

The study unit feedback system offers students the possibility to provide feedback about the study units they have attended. Students provide personal feedback about each study unit, and if several teachers teach the same study unit, feedback is given for each teacher separately.

Students' responses are completely anonymous. The study unit feedback system and user instructions are found at *www.ramk.fi/opintojaksopalaute.*

Annually collected student feedback

Annually collected feedback allows students to give feedback during various phases of their own learning path. The feedback system contains four questionnaires; first-year students answer the entry questionnaire, second- and third-year students answer mid-study questionnaires and graduating students answer RAMK's own departure questionnaire and the nationwide OPALA feedback system questionnaire. The results of the annually collected student feedback are reviewed by the degree programmes, campuses and RAMK's management teams and in connection with management reviews and internal meetings. The results are gone over with the students according to the practices of each campus. The student feedback system and results are found at *www.ramk.fi/studentfeedback*.

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.

Each student group is assigned a teacher tutor. The teacher tutor introduces students to studying and the higher education community, helps them compile and update their individual study plan and monitors their progress in their studies during 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 appointed separately.

Information related to studying and student counselling is found on RAMK's web site under Studying.

2.7 Education and study support services

RAMK co-operates closely with Lapland's other higher education institutions in producing education and student support services. The HEIs' joint service centre began operation 1.8.2011.

Student services include the following functions: an admissions office, a student register, a financial aid committee, career and recruiting services, sports services, HEI study counsellor 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 support services provide students with a wealth of information related to studies. The study affairs offices provide 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 support services include support for online and multi-format education and they provide information needed for curriculum development.

2.8 Accessible studying

Taking student diversity into consideration and removing obstacles to studying are essential to promoting students' capacity to study and progress in studies. RAMK is able to offer students special arrangements in exams and entrance exams, such as advance material, additional time and translation services. RAMK also has a contact teacher for students with dyslexia, and students are able to attend tests and info events for people with dyslexia. RAMK has conducted accessibility studies from the perspective of people with a disability or impaired hearing or sight. Accessibility has been improved by installing necessary ramps, improving the operation of automatic doors and marking stairways and doors.

Contact person
Senior Lecturer Leena Asikainen
Porokatu 35
Tel. +358 20 798 5612
firstname.lastname@ramk.fi

2.9 Sports services

HEI sports services are intended for RAMK and University of Lapland students and staff. The entire palette of Rovaniemi's HEI sports are accessible with a Sports Pass; it includes a variety of group fitness classes, fitness centre turns and ball game turns. The pass functions as an entry ticket to communal turns and entitles the owner to discounts on courses

and services provided by RAMK's and UofL's partners. The pass is personal and valid for one academic year at a time. The price is €35 per academic year or €25 per autumn or spring semester. The Sports Pass is a sticker that is affixed to the student's Camos or LYY student card or an equivalent card containing the student's photo.

HEI sports services are posted at *www.luc.fi/sportservices*.

For more information about sports, contact the sports coordinator.

Sports coordinator
Mika Vettainen
Jokiväylä 13
Tel. +358 40 182 6341
firstname.lastname@ramk.fi

2.10 IT services

The Service Desk is the primary channel through which customers should request IT services.

Phone: +358 20 798 5800
e-mail: servicedesk@redu.fi
www page: http://itinfo.redu.fi
Office hours: Mon–Fri, 8:00–16:00

If you have forgotten your password, call the Service Desk at +358 20 798 5800; passwords are not sent by e-mail.

2.11 Study-related social benefits

Financial aid

RAMK's full-time students can apply for financial aid from Kela (The Social Insurance Institution of Finland). Financial aid consists of study grants, housing supplements and government guarantees for student loans. The general requirements for receiving financial aid are acceptance to an educational institution, full-time study, progress in studies and a need for financial support.

Studying is considered full-time if the student completes at least 5 credits per month of financial aid. Progress in studies is monitored annually. The recipient's income is also monitored annually.

Financial aid is granted for the entire study period at one time. Students may also apply for financial aid for summer studies in June, July and August. Summer financial aid is applied for through RAMK's financial aid committee.

Financial aid is applied for using Kela's form OT2 or OTm. The application can also be filled in using Kela's online service at *www.kela.fi/english*. Students can access the services with their own online banking ID (only in Finnish and Swedish).

Financial aid committee

UASs have a financial aid committee whose primary task is to monitor the progress in studies of students receiving financial aid. The committee also specifies the sufficient scope of studies completed in the summer and studies completed abroad outside of an exchange programme. RAMK's financial aid committee has eight members, half of which are student members. The committee is chaired by Director of Education Development Outi Hyry-Honka, the presenter/secretary is Coordinator Vuokko Kononen, tel. +358 20 798 5404, and the vice-secretary is Coordinator Maija Törmänen, tel. +358 20 798 5476.

For more information about financial aid see Kela's Internet pages at www.kela.fi. Information about financial aid and related instructions are also available on RAMK's web pages at *www.ramk.fi/socialbenefits*.

Meal benefit

Students are entitled to a €1.84 discount on the price of student meals in all student cafeterias belonging to Kela's meal benefit system. Students can get the reduced price by presenting a student union membership card or Kela's meal benefit card, which can be obtained from the study affairs office.

Other forms of support

Under certain conditions the Education Fund grants adult education allowance to students who are working under a job contract. For more information and applying, visit *www.koulutusrahasto.fi*.

Since 1.1.2010, labour policy adult education and voluntary education are services that enhance employment. During such education students can receive an allowance equal to the amount they would have received as unemployment compensation.

For more information about various forms of support visit Kela's internet pages at www.kela.fi or the Employment and Economic Development Office's internet pages 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 the 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! 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/month, 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/month. 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 are available 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 €200 each, residents living alone pay €300 and couples pay €500. 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 to the resident's account.

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 effective period 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

2.12 Student health care

RAMK students' health care services are arranged by the City of Rovaniemi. The student

health care office is located at Kansankatu 8, 2nd floor. (Map)

Student health care services include: health care nurse's visits, online consultations and doctor's visits. Doctor's services are also provided by the health care centre's health care teams; emergency and first aid services are provided by Lapland Central Hospital. Dental services are arranged by the City of Rovaniemi.

Health care nurse's services are free of charge; a health care centre fee is charged for visits to the doctor.

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

The office is open

Mon–Thu 8:00–16:00
Fri 8:00–14:00
Appointments can be made by phone or e-mail. Appointments for vaccinations and contraception check-ups can be made online at *https://www.ajanvaraus.fi/lappi/rms.do?url=rovaniemi*

The health care nurse provides telephone consultations Mon–Fri 8:00–9:00 and 11:30–12:30.

Health care nurse
Minna Lohela,

Telephone consultations Mon–Fri 8:00–9:00 and 11:30–12:30
Tel. +358 40 829 4152
firstname.lastname@rovaniemi.fi

Online student health care consultation

This service allows students to contact a health care nurse via the Internet. This service is for students at educational institutions within the city of Rovaniemi. Online consultation is personal interaction between the student and the health care nurse via a secure connection. Students register in the service using their personal online banking ID.

With this service students can send questions to their own school's health care nurse. Consultation is based on a confidential relationship between the student and the health care nurse and is equivalent to a telephone contact or a visit.

More information about the service at: *www.rovaniemi.fi/nettivastaanotto*

Doctor's services

Doctor's services are provided by student health care and the health care centre's health care teams. The teams also offer emergency appointments to a nurse or doctor; office hours are Mon–Fri 8:00–16:00. Each RAMK student has a treatment team which is determined by the area in which the student's street address is located. The services are also available to RAMK students living elsewhere.

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
Etelätiimi, tel. +358 16 322 4555
Pohjoistiimi, tel. +358 16 322 4565

Emergency and first aid services

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

The emergency polyclinic is intended for treatment of emergency and acute illnesses and accidents where the nature of the illness or injury warrants treatment within 24 hours. The emergency polyclinic is meant for patients whose illness requires immediate assessment and treatment and which treatment cannot be postponed without posing a significant health hazard.

It is not possible to make an appointment to the emergency polyclinic; waiting time varies according to how busy the clinic is. Access to treatment is not determined by the order of arrival; the emergency staff assesses patients' order of urgency on the basis of their current condition and the nature of their illness.

Urgent cases are also treated by the health care clinic's health care teams, which give appointments within 1–3 days from the patient's contact. In urgent cases requiring a doctor's treatment, students living in Rovaniemi are treated during office hours by the health care team in the area where they live. The office hours of the health care teams are 8:00–16:00 on weekdays.

Night time emergency services

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

Health care centre fees for students over 18 years of age

Yearly fee €27.40
Fee per visit €13.70
Emergency fee €18.80 weekdays 20:00–22:00; Saturdays, Sundays and holidays 8:00–22:00
Night time emergency fee, 22:00–8:00, €27.40 per visit
Uncancelled appointment €33.80

Dentist's services

Dental health services are arranged by the City of Rovaniemi.

Students are entitled to at least one dental check-up during their study period, where their need for dental health advice and services is determined.

Appointments: tel. +358 16 322 2562. More information is available in Rovaniemi's dentist's offices.

2.13 HEI study counsellor

The HEI (Higher Education Institution) study counsellor's services are intended for RAMK and University of Lapland students. 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.

The HEI study counsellor provides study-psychologist-type counselling services. The HEI study counsellor is a specialist in learning, studying and counselling whose job is to support students' smooth studies, capacity to study and wellness. Students can make confidential visits to the HEI study counsellor to discuss matters related to their studies or their life's situation which weigh on their mind. The HEI study counsellor can help students develop their study skills, ponder their goals and motivation or deal with exam problems, use of time or difficulties with the writing process. Reasons for contacting the HEI study counsellor 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. Depending on the situation and need, about one to five or ten visits are arranged. The HEI study counsellor also organises various courses or groups.

You can make an appointment by e-mail or by phoning the HEI study counsellor directly.

Contact information:

HEI study counsellor Panu Helle
Jokiväylä 13, FI-96300 Rovaniemi
Tel. +358 40 484 4076
firstname.lastname@ulapland.fi

In the future the HEI study counsellor's post will be changed to a study psychologist's post.

2.14 International activities

The goal of RAMK's international activities is to produce international, high-quality 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. International 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 or degree 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 11 C
FI- 96300 Rovaniemi
Fax +358 20 798 5497
international@ramk.fi

Director of International Affairs Development
Matti Lempiäinen
Tel. +358 20 798 5727
firstname.lastname@ramk.fi

Head of the International Relations Office
Hellevi Leppiaho
Tel. +358 20 798 5407

Coordinator of International Affairs
Sanna Iivari / on leave 19.9.2012
Tel. +358 20 798 5481

Substitute Coordinator of International Affairs
Mari Putaansuu
Tel. +358 20 798 5481

Coordinator of International Affairs
Tuovi Honkela
Tel. +358 20 798 5417

2.15 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
Jokiväylä 11 C
Tel. +358 20 798 5472
firstname.lastname@ramk.fi

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

2.16 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, information services, and facilities and work areas. Instruction in information literacy is included in the curriculum in orientation studies, basics 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 opening hours, services, rules and current bulletins can be found on the Lapland University Consortium Library's web pages (*http://kirjasto.luc.fi*).

Library locations at RAMK:

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

Lapland University Consortium Library
RAMK, Porokatu
Porokatu 35
FI-96400 ROVANIEMI
Tel. 020 798 5424

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

2.17 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 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/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.

Coordinator of Career and Recruitment Services
Arja Taavetti
Jokiväylä 13
Tel. +358 20 798 5415
firstname.lastname@ramk.fi, *www.ramk.fi/rekry*

3 Other learning environments

3.1 Inno (InnoAcademy) – a learning environment that fosters new know-how and entrepreneurial activity

The pedagogical principles and operating ideology of Inno are based on close co-operation with the tourism industry. Solutions to real problems in working life are sought through learning exercises and projects. Inno'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 motivational 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. Essential is the ability to work interactively and accept the experiences and thoughts of others. Also important from the standpoint of learning are mutual discussions, humaneness and solidarity.

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

More information
Inno coaches
Viirinkankaantie 1
FI-96300 Rovaniemi
MTI.Inno@ramk.fi

3.2 YritysTakomo studies

RAMK's Defining my entrepreneurial skills and business idea, Developing my customer- and market-oriented work and Developing my financial planning skills study units form the YritysTakomo studies study module (3 x 5 cr).

YritysTakomo studies are a process in which students are able to assess their own prerequisites for entrepreneurship and find their areas that require development from the standpoint of entrepreneurship. Students are able to critically examine their own business idea and plan to start or acquire a business based on their business idea. Students are able to run a customer-oriented business while taking product development and marketing into consideration. Students are able to assess the financial profitability of their business idea and know how to plan, monitor and manage their business's finances. Students compile a business plan during their studies.

Students who have a real business idea can get advice from RAMK's teachers and Rovaniemen Kehitys Oy's business consultants. RAMK and Rovaniemen Kehitys Oy have agreed that Rovaniemen Kehitys Oy's business consultants reserve one day per month for offering business advice to RAMK's students.

3.3 ENVI – Virtual Centre of Wellness

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 researched, 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; patient guidance
- multi-professional teamwork: deepening one's multidisciplinary knowledge base; clinical know-how; medical know-how; planning of care and service; online and structural recording; rehabilitative work
- ability to apply wellness technology: consultation and utilisation of remote technology; online consultation and clinic work; 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.

3.4 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 to 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 the 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.

RAMK students at the Ounasvaara Campus work together with teachers and other staff members, 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.

3.5 Lapland Sports Academy

The 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 Academy offers excellent circumstances for daily training, extensive coaching services and versatile support in planning and implementing studies. The Lapland Sports Academy has been approved by the Finnish Olympic Committee as a top-level sports academy since 2008.

The 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, sports nutrition, mental coaching, doctor's services and spa services. Academy athletes studying at RAMK may also receive credits (total 10 cr, 5 cr/yr) by preparing and planning integration of their own studies and sports and by self-evaluating their own performance.

Daytime or adult students who have confirmed their student place at RAMK may apply to the Lapland Sports Academy with a "RAMK application form" at www.lapinurheiluakatemia.fi. The application period ends on 10.9.2012. Students are selected to the Academy from among daytime and adult students on the basis of their sports achievement 11.-14.9.2012. Athletes must apply yearly or indicate their interest in continuing as an academy athlete in connection with their self-evaluation.

The application form can be brought to the Academy or mailed to:
Lapland Sports Academy
Reijo Jylhä
Hiihtomajantie 2
FI-96400 Rovaniemi
e-mail: firstname.lastname@santasport.fi

The contact person at the Multidimensional Tourism Institute is:
Ari Kurtti
Tel. +358 20 798 5735
firstname.lastname@ramk.fi

The contact persons at the Ounasvaara Campus are:
Kalle-Pekka Tiihonen
Tel. +358 20 798 5610
firstname.lastname@ramk.fi

and Mika Rahkola
Tel. +358 20 798 5635
firstname.lastname@ramk.fi

The contact person at the Rantavitikka Campus is:
Jaakko Lampinen
Tel. +358 20 798 5350
firstname.lastname@ramk.fi

3.6 Lapland University Consortium

Rovaniemi University of Applied Sciences, Kemi-Tornio University of Applied Sciences and the University of Lapland comprise the Lapland University Consortium. Students can complete studies at another HEI within the consortium and include the credits as a part of their own degree programme. The purpose of this procedure is to promote and diversity studies.

Registering for studies

Before participating in a study unit at another HEI, the student should have the studies approved as a part of his/her own degree programme. After the studies are approved, the student must register for the studies using

the HEI-specific Webropol form. The forms are posted on each HEI's own Internet pages.

3.7 Open higher education

Open higher education is arranged in Lapland by Rovaniemi and Kemi-Tornio Universities of Applied Sciences, the University of Lapland and Lapland Summer University, which operates all year round. Open higher education is open to everyone interested, regardless of age or previous education. Open higher education offers academic university Bachelor's and Master's degree studies and UAS Bachelor's and Master's degree studies with the exception of practical training and thesis projects. The prerequisite for completing UAS Master's degree studies is a UAS Bachelor's degree or some other applicable higher education degree.

The role of Lapland Summer University is to supplement and diversify study options by offering studies from other HEIs and universities. Language and communication studies, in particular, are offered in the summer; the basic and advanced courses are equivalent to UAS studies. It is possible to influence the palette of studies offered by making initiatives regarding studies of interest.

Open higher education is arranged during the day, in the evening and on weekends. Studies consist of contact teaching, multi-format teaching and online studies. Open higher education corresponds to HEI degree education, so it is possible to transfer credits according to HEI/degree regulations.

Open higher education studies offered, additional information and application instructions are posted on the Provincial University of Lapland's web site at www.maakuntakorkeakoulu.fi.

Rovaniemi and Kemi-Tornio Universities of Applied Sciences and University of Lapland degree students can complete open higher education studies free of charge if there are vacant places after the application deadline. However, priority to attend study units is given to paying open higher education students.

Lapland Summer University studies are always chargeable also for HEI degree students. RAMK students should agree on participation in studies with the head of their degree programme before registering.

Additional information:

RAMK
Seija Enbuske
Jokiväylä 11 C (4th floor), FI-96300 Rovaniemi
Tel. +358 20 798 5399
avoinamk@ramk.fi
www.ramk.fi/avoinamk

KEMI-TORNIO UAS
Mari Uusitalo
Kemi and Tornio education common
Tel. +358 50 461 1235
www.tokem.fi/avoin

UNIVERSITY OF LAPLAND
Customer service desk
Yliopistonkatu 8, E wing,1st floor, FI-96300 Rovaniemi
Tel. +358 40 484 4495
avoin@ulapland.fi
www.ulapland.fi/avoin

LAPLAND SUMMER UNIVERSITY
Liisa Sirviö
Jokiväylä 13, FI-96300 Rovaniemi
Tel. +358 400 190 352
firstname.lastname@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

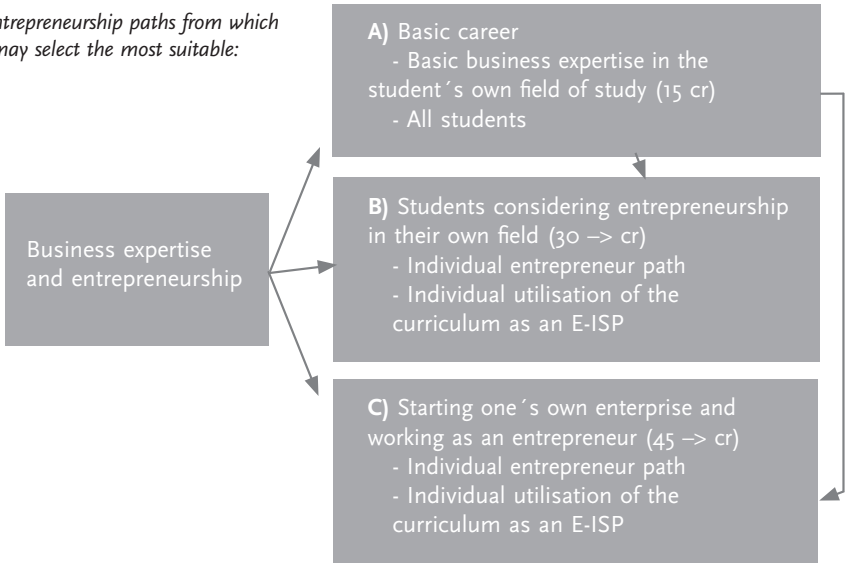
YH1J	**Orientation Course**	**5 cr**
YR1AC	**Innovation and Entrepreneurship**	**5 cr**
YH1I	**Basics of Research and Development**	**5 cr**

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

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.

Various entrepreneurship paths from which students may select the most suitable:



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 connection with the degree programmes in question.

4.4 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 viewpoints 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.

4.5 Schedules of common free-choice electives

Free-choice Elective Language Studies in the Autumn Semester of 2012

Autumn, weeks 37–51, 10.9.–18.12.2012

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
Communication Skills in Finnish **	VV1AX	5	Separate schedule				
Spanish 1	VV1K	3		x			
German 1	VV1AQ	3		x			
Intercultural Communication in Finland*	VV7V	5	x			x	
Orientation to Finnish Language and Culture**	VV2N	5	Separate schedule		3 cr		
Survival Finnish*	VV7U	5			x		x
Russian 1	VV1X	3		x			
Sign Language 1	VV1AA	3		x			

* primarily for exchange students
** for international degree students

Please check WinhaWille to see if you have been accepted into the study unit.
Also check WinhaWille and SoleOPS for the schedules and more information.

Free-choice Electives in the Autumn Semester of 2012

Weeks 37–51, 10.9.–18.12.2012

Free-choice Elective Studies	Code	Language of study	cr	Tue 12:30-16:00	Thu 16:30-18:00
Challenging Customer (in English, if necessary)	VV7F	FIN	5	x	
Culture-connected Customer Service	VV3K	ENG	5	Online classes, weeks 37–48	
Nature and Economic Life in Lapland, Reindeer Husbandry Case	VV4M	ENG	5	Separate schedule	

Please check WinhaWille to see if you have been accepted into the study unit.
Also check WinhaWille and SoleOPS for the schedules and more information.

Free-choice Elective Studies in the Spring Semester of 2013

A list of studies offered in the spring semester of 2013 and their schedules will be published on WinhaWille and SoleOPS in November 2012.

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 readiness to establish own company. 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	5 cr
	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-based aspects, they can apply their knowledge and skills 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 studies of the Finnish language and culture provided to international students enable 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 Manager
- Operational Manager
- Travel Supervisor/Co-ordinator
- Customer Service Manager
- Event Co-ordinator/Manager
- Project Manager/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	801M15F			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 Hospitality, Tourism and Cultures	801M15H	5			
Destination Lapland	801D10B	5			
Arctic Tourism	801D10C			5	
Tastes and Cultures	801M13C		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
Research and Development for Tourism and Hospitality	801D13C			5	
Free-choice electives	**VAP_VAL**			**10**	
Destination Project	801D13B				5
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	5 cr
	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
801M15F	eCommerce	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 are able to apply the knowledge of different food cultures to the development of tourism services.

The students complete a First Aid I course and acquire a Hygiene Proficiency 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
801M15H	World of Hospitality, Tourism and Cultures	5 cr
801D10B	Destination Lapland	5 cr
801D10C	Arctic Tourism	5 cr
801M13C	Tastes and Cultures	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
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.

Code	Study unit	Scope
801D13B	Destination Project	5 cr

Practical Training 30 cr

Practical training is a part of acquiring professional skills and it supports achievement of the objectives of the degree programme. Students are familiar with work tasks which are essential from the standpoint of their professional skills and know how to apply what they have learned in practice. Students reinforce their practical working and interacting skills. They have a comprehensive understanding of the development and management culture of their field. Students may complete their practical training abroad.

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 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.

Students will learn the basic skills relevant for the work in business such as marketing, financial management, corporate law, business communication and project planning. The knowledge will deepen in innovative business projects while working together with the local businesses. During the studies students will learn to recognise the challenges of especially the small companies operating in the northern regions and to find new approaches to business development. Students will learn about the possibilities of establishing own business. Students can improve the international skills by studying or doing your practical training abroad.

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.

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 and project studies	307D9			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 cr
YR1AF	Innovation and Entrepreneurship	5 cr
YH1M	Basics of Research and Development	5 cr
307D1A	Introduction to IT and ICT tools	5 cr

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 cr
307D2B	Cross-cultural Management in the Northern Context	5 cr
307D2C	Northern Regional Economics	5 cr
307D2D	Operating in the Work Environment	5 cr

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 cr
307D3AB	Finnish for International Students II	5 cr
307D3BA	Svenska för yrkeslivet	5 cr
307D3BB	Russian Language in Services	5 cr
307D3BC	German Language in Services	5 cr
307D3C	English at Work	5 cr

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

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 cr
307D5B	Service Experience Development	5 cr
307D5C	Project Cycle Management in a Business Context	5 cr
307D5D	Research & Development and Innovation Projects and Regional Business Development	5 cr

307D9 Exchange and Project 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. Students may perform an independent project work to strengthen their project skills and advance in choosen specialisation area.

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 cr
307D20B	Advanced Training	15 cr

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

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

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

According to the Ministry of Education's decision on degree programmes for the academic years 1999–2000, 2000–2001, 2001–2002, 2002–2003, 2003–2004, 2004–2005, 2005–2006, 2006–2007, 2007–2008, 2008–2009, 2009–2010, 2010–2011, 2011–2012 and 2012–2013, 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 responsible for execution of 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.

RAMK provides graduates of all degree programmes—both traditional Bachelor's degree programmes and newer Master's degree programmes—with an English-language appendix to the degree certificate. This Diploma Supplement is intended for international use, to facilitate applying for a job or a student place. It also includes an English-language Transcript of Records which lists the study units completed and the grades received for them.

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 a 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 prior learning acquired otherwise may be substituted for studies belonging to a degree programme. (Decree on UAS, 10.12.2009/1045 § 14.)

A credit transfer may consist of substitution, inclusion or recognition of prior learning acquired earlier.

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 acquired earlier (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 prior learning 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 prior learning acquired earlier.

The student has the right to submit an oral or written petition for rectification of the decision on the transfer of credits to the decision-making body within 14 days after receiving knowledge of the decision. A student who is dissatisfied with the outcome of the rectification decision may appeal against the decision to the board of examiners within 14 days after receiving knowledge of the decision.

Detailed guidelines for recognition of prior learning are given in Appendix 2 of these degree regulations.

Assessment of competence

RAMK implements developmental assessment. 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 degree studies, specialisation studies, open UAS studies or separate studies 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, 2012.

Degree regulations. Appendix 1

RAMK's degree programmes and degrees in the academic year 2012–2013
(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 AND HOSPITALITY 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 AND COMMUNICATIONS

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

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 AND HOSPITALITY MANAGEMENT

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

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

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 AND COMMUNICATIONS

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

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

Degree Programme in Entrepreneurship and Business Expertise, 90 cr

The degree programme leads to a Master of Business Administration degree
Graduates may use the title:
Tradenomi (ylempi AMK), Master of Business Administration

Degree regulations. Appendix 2

Recognition of prior learning acquired earlier

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

A transfer of credits, be it a question of substitution of credits or inclusion of a study unit, already completed or to be completed elsewhere, in RAMK's studies, or recognition of prior learning, is always done on the basis of a written application, and the decision is archived. 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 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 learning acquired earlier 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, academic universities (also abroad), reserve officers' school (RUK), reserve non-commissioned officers' school (AUK), Lapland Sports Academy and other studies at RAMK that are in accordance with the objectives of the free-choice electives. Credits transferred to free-choice electives may not exceed the number of credits indicated in the curriculum.

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.

The grade for substitutive credits which substitute a study unit completely is marked in the record of credits.

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

The following is enacted by decision of the Parliament:

Chapter 1
General regulations

§ 1 Scope of application of the act

This Act shall apply to polytechnics in the sphere of authority of the Ministry of Education and Culture.

§ 2 Status of polytechnics within the Finnish education system

Polytechnics 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 decreed by the Council of State.

§ 4 Tasks of a polytechnic

The tasks of a polytechnic are: to provide higher education for professional specialist jobs, said education being 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 shall 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 by separate decree.

§ 5 Co-operation with the operating environment

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

Chapter 2
Maintaining a polytechnic

§ 6 Licence of a polytechnic

A licence for a polytechnic can be conceded by the Council of State to a municipality, a federation of municipalities, a registered Finnish organisation or a foundation. The prerequisite for conceding a licence is that the polytechnic meets a 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.

Upon hearing the license holder, the Council of State has the option to cancel the licence totally or partially if essential changes in the need for education or other reasons related to maintaining the polytechnic require it, or if the operation of the polytechnic does not fulfil the requirements or obligations referred to in subsections 1 and 2.

§ 7 (24.7.2009/564) Educational task

The educational task of a polytechnic specifies the polytechnic's area of operation, its language of instruction and the locations of its operation as decreed by the Council of State.

Permission for amending a polytechnic's educational task related to its locations of operation is granted by the Ministry of Education and Culture. (12.8.2011/953)

Chapter 3
Steering and assessment of operation

§ 8 Setting objectives

The Council of State approves 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 as specified by Council of State decree.

The Ministry of Education and Culture and the maintainer of the polytechnic together with the polytechnic agree on the following for a specified number of years: the most essential objectives which are to be set for the operation of the polytechnic from the viewpoint of national higher education policy; follow-up of said objectives; and essential national development projects. (12.8.2011/953)

If polytechnic-specific quantitative aims cannot be otherwise nationally or regionally reconciled, the Ministry of Education and Culture may decide upon the number of students starting their polytechnic studies as a total intake and if needed, totally or partially by degree programme. (12.8.2012/953)

§ 9 (24.7.2009/564) Quality assessment

The task of a polytechnic is to ensure the quality level and continuous development of the education it provides and other operation. The polytechnic shall evaluate the education provided 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 is an independent specialist body which functions in connection with the Ministry of Education and Culture. The operation of the Evaluation Council is specified by Council of State decree. (12.8.2011/953)

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 of the polytechnic 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 procedure for selecting the members is specified in the polytechnic's regulations.

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 for dispensing appropriations granted to the polytechnic;
3) submit proposals for amendments 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) review and resolve other matters prescribed or assigned to the board, or which belong to the board due to their nature.

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

The President directs the operation of the polytechnic and reviews and resolves matters concerning the internal administration of the polytechnic, unless otherwise stipulated or prescribed by an Act or a Council of State or Ministry of Education and Culture decree or the regulations of the polytechnic. (12.8.2011/953)

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

The President's qualifications are stipulated by a Council of State 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) Polytechnic's regulations

The regulations of a polytechnic prescribe the authority, tasks and term of the polytechnic's administrative bodies, the 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 proposals to the Council of State 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 in polytechnics is Finnish or Swedish. The languages of instruction in a bilingual polytechnic are Finnish and Swedish. If needed, a language other than the primary language(s) of instruction in 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 comply with the rules and regulations concerning 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 stipulated 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 Council of State 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 Council of State decree. (24.7.2009/564)

Degrees taken from a polytechnic, degree programme objectives, the structure of studies as well as other principles of studies are prescribed by a Council of State decree and by the degree regulations of the polytechnic, which are based on said Council of State 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 decreed by the Council of State.

§ 19 Degree programmes and curricula

Studies leading to a polytechnic degree are implemented as degree programmes as decreed by the Council of State and stipulated in the degree regulations of the polytechnic, which are based on said decree. (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 study. 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 study. (10.6.2005/411)

The Ministry of Education and Culture decides on degree programmes based on the polytechnic's proposal. The content of the Ministry's decision is decreed by the Council of State. The polytechnic decides on the curricula of the degree programmes. (12.8.2011/953)

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 decreed by the Ministry of Education and Culture;
3) a vocational upper secondary qualification, a post-secondary vocational qualification or equivalent earlier qualification in accordance with the Vocational Adult Education Act (631/1998) as decreed by the Council of State, or
4) foreign studies that qualify for higher education studies in the country in question. (12.8.2011/953)

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 other applicable higher education degree and who has at least three years of work 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. In place 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.

§ 20 a (12.8.2011/953) Accessibility and prerequisites for being accepted as a student

No matter related to an applicant's health condition or functional capacity shall stand in the way of being accepted as a student. However, a person whose health condition or functional capacity prevents him/her from participating in practical exercises or training connected to studies cannot be accepted as a student if safety requirements connected to said studies, specified in § 25 a, so provide and if the impediment cannot be eliminated with reasonable measures.

When studies specified in § 25 a are in question, then a decision to revoke the right to study in accordance with § 32 of the Act on Vocational Education (630/1998), § 11 paragraph 9 of the Act on Adult Education, § 25 a of this Act or § 43 a of the University Act (558/2009) also stands in the way of being accepted as a student if so provided by matters related to protecting the health and safety of others.

The polytechnic shall inform applicants about what kinds of health requirements and other prerequisites are related to the studies.

§ 20 b (12.8.2011/953) Acquisition of information related to selection of students

When studies specified in § 25 a are in question, upon request of the polytechnic, applicants shall submit all information about their health condition which is needed to assess their acceptance as a student, as well as any information concerning a decision to revoke the right to study.

Secrecy regulations notwithstanding, the polytechnic has the right to obtain information from another polytechnic, university or education provider concerning a decision to revoke an applicant's right to study and the reasons behind the decision, which information is a prerequisite for acceptance as a student.

§ 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 student selection criteria and arrangement 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 within a group.

Unless otherwise decreed by the Council of State, student selection is implemented by polytechnics through a joint application system by using an applicant register referred to in the Applicant and Matriculation Examination Registers Act (1058/1998). Joint application and student selection are decreed by the Council of State.

Polytechnics take in students according to what a Council of State decree prescribes, if necessary. A student can accept only one student 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 submit a written petition for rectification to the polytechnic board within 14 days after receiving the results of the student selection. The result of selection may not be changed to the detriment of the student as a result of the petition. The procedure is decreed by the Council of State.

§ 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

Students have 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)

Full-time students have to complete their studies referred to in subsection 1 within a period of time which is one year longer than the scope of studies at most. 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.

§ 24 a (12.8.2011/953)
Right to a safe study environment

Students have the right to a safe study environment.

A polytechnic may adopt regulations or give other rules which promote internal order, unhindered, smooth study and a safe, pleasant polytechnic community.

The rules and regulations referred to in the above subsection 2 may include rules concerning practical arrangements and proper behaviour which are necessary from the standpoint of the polytechnic community's safety and comfort. They may also include rules concerning handling of the polytechnic's property and entering and being in the facilities and surroundings 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 renewal of the right to study from the polytechnic.

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

A student may submit a written petition for rectification of the decision on the loss of the right to study to the polytechnic's board within 14 days after he/she has been informed about it.

§ 25 a (12.8.2011/953)
Revoking the right to study

When studies include requirements related to the safety of minors, patient or customer safety or traffic safety, the polytechnic may revoke a student's right to study if:

1) the student, by repeatedly or seriously endangering another person's health or safety, has indicated obvious unsuitability for participating in practical exercises or training connected to studies;
2) it is obvious that, in terms of his/her health condition or functional capacity, the student does not fulfil the prerequisites for acceptance as a student referred to in § 20 a subsection 1; or

3) in the application phase the student has concealed information concerning a decision to revoke the right to study as specified in § 20 a subsection 2 which would have prevented his/her selection as a student.

When studies or practical training connected to studies essentially require working with minors, the polytechnic may revoke the right to study if it is necessary to protect minors and if the student has been sentenced to punishment for a crime specified in chapter 17, § 18, 18 a or 19; chapter 20; chapter 21 § 1–3 or 6; chapter 31 § 2; or chapter 50 § 1, 2, 3, 4 or 4 a of the Penal Code (39/1889).

Before revoking the right to study, the polytechnic together with the student shall examine the possibility of the student seeking other education. Upon his or her consent the student may be transferred to other education in the polytechnic where the student fulfils the prerequisites for acceptance as a student.

Studies to which this section applies are decreed by the Council of State.

§ 25 b (12.8.2011/953) Access to information connected to revoking the right to study

If there is justifiable reason to suspect that a student has an impediment related to his/her health condition or functional capacity as specified in § 25 a subsection 1 item 2, he/she can be sent for tests and examinations conducted by a certified health care professional to determine his/her health condition, if they are necessary for determining the student's health condition or functional capacity. The polytechnic shall cover the cost of tests and examinations prescribed by it.

Secrecy regulations notwithstanding, to assess the right to study, the polytechnic has the right to obtain a written statement from an independently operating certified physician indicated by the polytechnic, which states that the student has undergone a test or examination to determine his/her health condition and includes an assessment, compiled on the basis of the test or examination, of the student's functional capacity as determined by the health condition requirements which are the prerequisites for studying.

Secrecy regulations notwithstanding, to assess the right to study, the polytechnic has the right to obtain information from another polytechnic, university or education provider concerning a decision to revoke an applicant's right to study and the reasons behind the decision.

If a student is given tasks during his/her studies, or practical training connected to studies, which essentially require working with minors, upon request by the polytechnic the student shall submit an extract from the criminal record as specified in § 6 subsection 3 of the Criminal Record Act (770/1993) for assessment of the right to study as specified in § 25 a subsection 2.

If a student has applied to a polytechnic as a transfer student, secrecy regulations notwithstanding, the polytechnic has the right to obtain from another polytechnic information about a pending procedure for revoking the right to study as specified in § 25 a, which information is a prerequisite for acceptance as a student.

Secrecy regulations notwithstanding, the polytechnic is obligated to inform the National Supervisory Authority for Welfare and Health about a pending procedure for revoking the right to study as specified in § 25 a, a decision to revoke the right to study or a decision to transfer a student to other education and the reason for making such a decision, which information is necessary for the Authority to perform its regulatory tasks.

§ 25 c (12.8.2011/953) Restoring the right to study

A person whose right to study has been revoked on the basis of § 25 a subsection 1 item 2 may apply for restoration of the right to study by the polytechnic. The right to study must be restored if the applicant indicates that there no longer are any

reasons to revoke the right to study. The student must submit statements concerning his or her health condition to the polytechnic. The decision to restore the right to study is made by the polytechnic's board.

Secrecy regulations notwithstanding, the polytechnic is obligated to inform the National Supervisory Authority for Welfare and Health about a decision to restore the right to study and the reasons behind the decision, which information is necessary for the Authority to perform its regulatory tasks.

§ 25 d (12.8.2011/953) Drug testing

A polytechnic may require a student to present a certificate of a drug test if there is justifiable reason to suspect that the student is completing practical exercises or training connected to studies while under the influence of drugs or that the student is addicted to drugs. An additional prerequisite is that testing is necessary to determine the student's functional capacity and the student is completing tasks which require particular accuracy, reliability, independent discretion or good reactions and where acting while under the influence of drugs or while addicted to drugs:

1) seriously endangers the life or health of the student or someone else;
2) seriously jeopardises traffic safety;
3) seriously jeopardises the protection or integrity of confidential information; or
4) significantly increases the risk of illegal trading and spreading of substances, specified in § 3 subsection 1 item 5 of the Drug Act, which are in the possession of the polytechnic or its maintainer or place of training.

A certificate of a drug test refers to a certificate given by a certified health care professional indicated by the polytechnic which states that the student has undergone a drug test to determine possible use of a drug specified in § 3 subsection 1 item 5 of the Drug Act and includes an account, compiled on the basis of the test, of whether the student has used drugs for reasons other than medical reasons so that his/her functional capacity is impaired. The certificate must be presented within a reasonable time period specified by the polytechnic.

If the polytechnic intends to require a certificate of a drug test from a student referred to in this subsection, the polytechnic must have written guidelines for preventing drug use by students and intervening in drug problems, which are compiled together with student welfare functionaries.

The polytechnic shall cover the cost of a certificate of a drug test specified in this subsection.

Otherwise that which § 19 of the Occupational Health Care Act (1383/2001) stipulates concerning employee testing shall apply in drug tests given to students.

§ 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.

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 for fees are decreed by the Council of State in accordance with the Act on Criteria for Charges Payable to the State (150/1992) concerning fees under 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 may be 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).

§ 26 a (12.8.2011/953) Commissioned education

A polytechnic may arrange instruction leading to a higher education degree for a group of students where the education is ordered

and paid for by the State of Finland, another state, an international organisation, a Finnish or foreign public corporation, a foundation or a private association (commissioned education).

Commissioned education may not be arranged for citizens of countries belonging to the European Economic Area or for persons who are equated with citizens of the European Union by merit of an agreement made with another party by the European Union or its member states nor for family members of the aforementioned. Neither may commissioned education be arranged for persons who have a European Union blue card, specified in the Aliens Act (301/2004), a temporary or permanent residence permit or an EC residence permit granted to a third world citizen with a lengthy period of residence nor for family members of the aforementioned. Family members are defined in the Aliens Act. Also, § 20, 20 a and 20 b, § 22 subsection 4, § 25 a–25 d, 27, 28, 28 a, 28 b and 42 of the Aliens Act shall be applied to students participating in commissioned education. (16.12.2011/1341)

Instruction provided as commissioned education must be connected to a field of study specified in the polytechnic's operating licence and a degree programme ratified for the polytechnic. Commissioned education shall not impair basic or advanced instruction provided by the polytechnic. The polytechnic must charge a fee for arranging commissioned education which at least covers the cost of arranging 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 or from a person who is equated to a citizen of the European Union by merit of an agreement made with another party by the European Union or its member states nor from a family member of the aforementioned. A fee may not be charged from a person with a European Union blue card, a temporary or permanent residence permit or an EC residence permit granted to a third world citizen with a lengthy period of residence, as specified in the Aliens Act, nor from a family member of the aforementioned. Family members are defined in the Aliens Act. (16.12.2011/1341)

Act 1341/2011 stipulates that this temporarily revised wording of subsection 2 is effective 1.1.2012–31.12.2014. The earlier wording was as follows:

However, a fee may not be charged from a citizen of a state belonging to the European Economic Area or from a person who is equated to a citizen of the European Union by merit of European Community legislation or an agreement made with another party by the European Community or its member states. Neither may a fee be charged from a person who has the right to reside permanently in Finland according to the Aliens Act (301/2004).

Act 564/2009 added § 26 b, which is effective 1.1.2010–31.12.2014.

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

Students have the right to be informed about the assessment criteria applied to their study performance. The procedure is prescribed by a Council of State decree.

If a student is not satisfied with an assessment of his/her study performance or with a decision on recognition of prior learning acquired elsewhere, he/she may present an oral or written petition for rectification to the teacher who conducted the assessment or made the decision. A petition has to be presented within 14 days

from the date when the student had a chance to be personally informed about 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 from receiving of the decision.

The tasks and composition of the Board of Examiners are decreed by the Council of State.

§ 28 (12.8.2011/953) Disciplining a student

A student may be issued a written warning if he/she:

1) disrupts instruction;
2) exhibits violent or threatening behaviour;
3) acts dishonestly or otherwise violates the polytechnic's regulations;
4) refuses to submit a certificate of a drug test specified in § 25 d; or
5) on the basis of an account specified in § 25 d, has used drugs for reasons other than medical reasons so that his/her functional capacity is impaired.

If the deed or neglect is serious or if the student continues to exhibit indiscreet behaviour referred to in subsection 1 after receiving a written warning, he/she may be expelled from the polytechnic for a prescribed time, which is a maximum of one year.

A student who disrupts instruction, exhibits violent or threatening behaviour or endangers the life or health of another person may be commanded to leave the room in which instruction is given or an event organised by the polytechnic. The student's participation in instruction may be forbidden for a maximum period of three working days if there is danger that the safety of another student or a person working in the polytechnic or if instruction or associated activity becomes unreasonably difficult because of the student's disruptive behaviour.

If a student refuses to undergo tests and examinations to determine his/her health condition as specified in § 25 b subsection 1, his/her right to study may be revoked until he/she agrees to undergo said tests and examinations. If a student refuses to submit an extract from the criminal record as specified in § 25 b subsection 4, his/her right to study may be revoked until he/she agrees to submit said extract for review.

§ 28 a (12.8.2011/953) Procedure for revoking the right to study and disciplining a student

The right to study is revoked by the polytechnic's board. Before a decision is made to revoke the right to study, a necessary account of the matter must be obtained and the student must be given an opportunity to be heard.

An issue of a written warning to a student is decided by the polytechnic's president and temporary expulsion of a student is decided by the polytechnic's board. Before the matter is resolved the deed or neglect being the reason for the disciplinary action must be specified, a necessary account must be obtained and the student must be given an opportunity to be heard.

The president and teacher and the supervisor at a place of practical training may act together or alone in a situation referred to in § 28 subsection 3 and the actions must be recorded. A decision referred to in § 28 subsection 4 is made by the board.

At the same time as a decision is made to revoke the right to study, temporarily expel a student or suspend studying, a decision must be made concerning execution of the decision without legal validity and the date on which its execution will begin.

28 b § (12.8.2011/953)
Processing sensitive information

Information specified in § 20 b and § 25 b–25 d concerning the health condition of applicants and students may be processed only by persons who prepare and make decisions regarding student selection,

revoking of the right to study or disciplinary action or who provide statements concerning said matters.

Students' information related to their extract from the criminal record specified in § 25 a subsection 2 may be processed only by persons who prepare or make decisions regarding revoking the right to study.

The polytechnic shall specify the tasks which involve processing of sensitive information.

The polytechnic shall archive sensitive information separate from other personal data. Sensitive information must be deleted from the register as soon as there is no longer any reason to archive them for statutory tasks, however no later than four years from the date when they were entered in the register.

Unless otherwise stipulated herein, the Personal Data Act (523/1999) shall apply to processing of personal data.

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 decreed, if necessary, by the Council of State.

§ 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
Funding

§ 32 Basic funding

The maintainer of a polytechnic is granted basic funding 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 Funding the Provision of Education and Culture (635/1998) prescribes.

Subsection 2 has been repealed by Act 22.12.2005/1074.

§ 33 (12.8.2011/953) Project and performance-based funding and funding of joint expenses of polytechnics

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

The Ministry of Education and Culture may grant the maintainer of a polytechnic performance-based funding on the basis of the successful performance of the polytechnic, within the limits of the State budget appropriation.

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

§ 34 (22.12.2005/1074)

§ 34 was repealed on 22.12.2005/1074.

§ 35 Municipal funding of the expenses of polytechnics

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

§ 36 Other funding

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-based funding referred to in § 33 subsection 2.

Chapter 9
Miscellaneous regulations

§ 38 Cooperation between polytechnics

Polytechnics may agree on joint education and research units to integrate 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 polytechnic and the title polytechnic degree

The name polytechnic may only be used by a polytechnic specified in this Act.

The title polytechnic degree (Bachelor's degree) and higher polytechnic degree (Master's degree) may only be used for degrees taken from a polytechnic. (10.6.2005/411)

§ 40 (12.8.2011/953) Right of access to information

When performing its tasks, a polytechnic has the right to obtain statistical data and other equivalent data from a state and municipal authority which are necessary for planning and arranging education.

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

Secrecy regulations notwithstanding, the possessor of information concerning a student's health condition and functional capacity which is necessary for performing tasks has the right to give said information to:

1) the polytechnic's president and other persons responsible for safety at the polytechnic to ensure safe studying;
2) persons responsible for study counselling to make referrals to other studies and support services;
3) persons responsible for student health care to ensure students' health and safety and to make referrals to necessary support measures;
4) persons responsible for practical training to ensure the safety of students and the staff and customers of places of practical training; and
5) the police and representatives of the polytechnic who have primary responsibility for investigating threats to safety and assessing immediate threats to safety or if an assessment of a student's health condition reveals that the student poses a danger to others' safety.

§ 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 process

An appeal against a decision to revoke the right to study, specified in § 25 a, or to restore the right to study, specified in § 25 c, must be submitted to the students' legal protection board within 14 days of being notified of the decision and otherwise as stipulated in the Administrative Judicial Procedure Act (586/1996). Unless otherwise stipulated in this Act or other Acts, an appeal against a decision made by a polytechnic in some other administrative matter must be submitted to the administrative court in the judicial district in which the principal office of the polytechnic is located, as is stipulated in the Administrative Judicial Procedure Act. An appeal against a decision to revoke the right to study, restore the right to study, give a warning referred to in § 28, expel a student for a prescribed period or suspend a student from studying must be processed as an urgent matter. (12.8.2011/953)

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 recognition of prior learning acquired elsewhere may not be appealed. (24.7.2009/564)

A decision of a polytechnic related to the polytechnic's regulations, degree regulations or degree programme, the curriculum or other ruling on 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.

Unless the administrative court or the students' legal protection board stipulates otherwise, a decision to revoke the right to study, expel a student for a prescribed period or suspend a student from studying may be executed regardless of a possible appeal. (12.8.2011/953)

§ 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 elect student representatives 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 activities of the polytechnic.

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

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

The student union of a polytechnic has self-administration. Its administration consists of a representative body and a board. The administration of the student

union is specified by its regulations, which are confirmed by the president of the polytechnic.

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 under 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).

The Limited Liability Companies Act 734/1978 is repealed by the Limited Liability Companies Act 624/2006. See implementation of the Limited Liability Companies Act 625/2006.

§ 43 a (12.8.2011/953) 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 and Culture.

Preparation is supervised by the Ministry of Education and Culture. If deficiencies in preparation are noticed, the Ministry of Education and Culture 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 integration and development of higher education instruction given in Swedish are specified in § 92 of the University Act (558/2009).

§ 44 Detailed regulations

Detailed regulations on the execution of this Act shall be decreed by the Council of State.

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:

This act becomes effective 1 August 2005.

Education leading to a Master's degree may be started by a Ministry of Education and Culture decision after this 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-level vocational studies, has later

completed an applicable polytechnic degree programme 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 1 August 2005.
Until a representative body and board referred to in § 42a subsection 5 have been selected, however not later than until December 31, 2006, the student union shall be administered by bodies selected to administer a student association.
Until its rules have been confirmed, the student union shall follow the applicable rules of a student association.
Measures required for its execution may be started before this Act becomes effective.
HE 24/2004, SiVM 2/2005, EV 51/2005

22.12.2005/1074:
This Act becomes effective 1 January 2006.
HE 88/2005, HaVM 24/2005, EV 191/2005

28.12.2007/1505:
This Act becomes effective 1 January 2008.
HE 97/2007, SiVM 12/2007, EV 139/2007

24.7.2009/564:
This Act becomes effective 1 January 2010.
§ 26 b of this Act is effective until 31 December 2014.
Notwithstanding what is stipulated in § 22 subsection 3, when this Act become effective, the regulations concerning a student's right to accept a student place which were in effect shall be applied until 31 July 2010.
HE 26/2009, SiVM 6/2009, EV 102/2009

12.8.2011/953:
This Act becomes effective 1 January 2012.
In the foregoing, however, § 25 a subsection 2 shall be applied only to students who began their studies after 31 December 2011.
Measures required for its execution may be started before this Act becomes effective.
HE 164/2010, SiVM 14/2010, EV 370/2010

16.12.2011/1341:
This Act becomes effective 1 January 2012.
§ 26 b subsection 2 of this Act is effective until 31 December 2014.
HE 37/2011, HaVM 5/2011, EV 67/2011, Council directive 2009/50/EC (EYVL K 155, 18.6.2009, p. 17)

Polytechnics Decree 15.5.2003/352

According to a decision of the Council of State which was made on the basis of a submission of the Ministry of Education and Culture, the following is decreed by virtue of § 44 of the Polytechnics Act (351/2003) issued 9 May 2003:

Chapter 1
Maintenance of 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) health care, social services, and sports; 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 Health Care, Social Services 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 and Hospitality 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 Health Care, Social Services 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 and Hospitality 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

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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 to comply with what is internationally agreed on concerning mariners' education, certificates of competency and watch-keeping.

§ 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 principles 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) Recognition of prior learning

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 petitioning 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 petition for rectification of the selection.

§ 18 a (15.9.2011/1035) Revoking the right to study

Polytechnic Act (351/2003) § 25a concerning revoking the right to study shall be applied in the field of Humanities and Education to instruction leading to a UAS degree in humanities, and the field of Social Services, Health Care and Sports Studies, to education leading to a UAS degree in social services and health and a UAS degree in sports studies. Said regulation shall also be applied in the field of Technology and Communications to education leading to a UAS degree in marine technology and also

to vocational teacher education studies in accordance with the Council of State decree (357/2003) on vocational teacher education.

§ 19 Assessment of study performance

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

§ 20 Board of examiners

A polytechnic has 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) Lecturer's language proficiency 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 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's 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 of effectiveness

§ 26 Effectiveness

This decree becomes effective 1 August 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 for its execution may be started before this decree becomes effective.

Effectiveness and application of amending regulations:

15.10.2003/860:

This decree becomes effective 1 November 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 Health Care, Social Services 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 for its execution may be started before this decree becomes effective.

16.6.2004/497:
This decree becomes effective 1 January 2005. The extents of the study units defined as credits (opintoviikko) in the curriculum of a degree programme are changed to ECTS credits (opintopiste) no later than 1 August 2005.

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

16.6.2005/423:
This decree becomes effective 1 August 2005. Measures required for its execution may be started before this decree becomes effective.

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 1 January 2007.
Measures required for its execution may be started before this decree becomes effective.

10.12.2009/1045:
This decree becomes effective 1 January 2010.

15.9.2011/1035:
This decree becomes effective 1 January 2012.

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