



Kajaani University of Applied Sciences

DEGREE REGULATIONS

From 1 of August 2024

Approved by the Board of Kajaanin Ammattikorkeakoulu Oy on 31 of May 2024

DEGREE REGULATIONS OF KAJAANI UNIVERSITY OF APPLIED SCIENCES

The Kajaani University of Applied Sciences Degree Regulations are based on the Act on Universities of Applied Sciences (L932/2014) and the Government Decree on Universities of Applied Sciences (A1129/2014), as well as subsequent amendments.

The Degree Regulations will be updated as necessary. Detailed annual procedures are provided in separate Finnish and English operating instructions and guides.

The Kajaani University of Applied Sciences Board has approved the Finnish Degree Regulations on 31 of May 2024. **These Degree Regulations are an unofficial translation of the Finnish language Degree Regulations.**

The Degree Regulations will be applied indefinitely starting from 1.8.2024, replacing previously published Kajaani University of Applied Sciences Degree Regulations. The regulations concerning the revocation of study rights in the field of social and health care apply to students admitted after 1.1.2012.

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CHAPTER 1: EDUCATION

1 § Educational Duty

The duty of the University of Applied Sciences is to provide higher education that is based on the demands of the working life and its development, as well as research, artistic, and cultural perspectives. The education aims to prepare students for professional expert tasks and support their professional growth. The University of Applied Sciences is also responsible for conducting applied research, development, and innovation activities that serve the needs of higher education and promote regional development and economic restructuring. In fulfilling their tasks, the University of Applied Sciences must promote lifelong learning. (L932/2014, §4, L1368/2018, §4)

The fields of education at Kajaani University of Applied Sciences include Business and Administration, Services, Engineering, Health and Well-being, Information Technology, and Communication Technology.

Kajaani University of Applied Sciences offers both bachelor's and master's degree programs. The degree title is determined based on the responsible field of study and education. (L932/2014, §11). Kajaani University of Applied Sciences is required to provide the bachelor's degree programs specified in its operating license and may provide master's degree programs in accordance with its education responsibilities.

The language of instruction at the University of Applied Sciences is Finnish. English is the language of instruction in English-taught programs.

2 § University of Applied Sciences Qualifications and Degrees

Studies leading to a degree qualification are arranged as Degrees. The Degrees consist of study modules planned and organised by the University of Applied Sciences. The degrees focus on specific areas in working life requiring professional expertise and development. Some of the degrees may be taught via cooperation agreements between higher education establishments.

Studies leading to a University of Applied Sciences Bachelor's degree are worth 210 - 240 credits.

Studies leading to a University of Applied Sciences Bachelor's degree include basic studies and professional studies, free-choice studies, practical training promoting professional expertise and a thesis. (section 2 of A1129/2014)

Education leading to a university of applied sciences Bachelor's degrees and titles of the qualifications are listed in Appendix 1.

3 § Master's Qualifications and Degrees

The purpose of studies leading to a Master's degree based on the requirements of a University of Applied Sciences qualification and developing working life is to provide the student with a sufficient knowledge and skills base to participate in developmental work and other tasks requiring expertise in a particular field.

University of Applied Sciences post-graduate/second-cycle degrees (Master's level) include major professional studies, free-choice studies, and a thesis. (section 2 of A1129/2014)

In order to be eligible to study for a University of Applied Sciences Master's degree, the student will have completed an applicable university of applied sciences Bachelor's degree or other suitable university degree or will be seen by the university of applied sciences to possess sufficient knowledge and skills to complete

the studies. Studies leading to a University of Applied Sciences Master's degree are designed for applicants who have completed a relevant Bachelor's degree and have at least two years of work experience in the relevant field. A relevant field of study is the field in which the Master's degree is to be completed and in which the Bachelor's degree was completed. The required work experience must have fully accrued by the beginning of the term when the studies start. Work experience can be completed either after completing a university degree or after completing a secondary college or professional higher education qualification. (section 25 of L932/2014, as amended by L1368/2018).

University of Applied Sciences Master's degrees are awarded for 60 - 90 credits.

Education leading to a University of Applied Sciences Master's degree, the degrees and titles of the qualifications are listed in Appendix 1.

4 § Double and Top-up Degrees

Kajaani University of Applied Sciences has several agreements for double and top-up degree agreements with selected partner institutions.

A double degree refers to a form of cooperation where the student completes an agreed part of the studies to be included in the degree at a partner university, and upon graduation, receives a degree certificate from both universities.

A top-up degree refers to a form of cooperation where the student has completed at least a diploma qualification in their home country and wants to supplement the degree with a higher education degree in the same field. Before starting the diploma studies, the student usually has eligibility to apply for higher education in their home country. However, Kajaani University of Applied Sciences may use the discretion granted by the University of Applied Sciences Act and admit a person who it considers having sufficient knowledge and skills for the studies.

Kajaani University of Applied Sciences awards the following degrees based on double degree agreements: Bachelor of Business Administration, Bachelor of Hospitality Management, Bachelor of Sports Studies, and Master's degree. These degrees are available to students from partner universities. Similarly, students studying Business Administration, Tourism, and Master's degree at Kajaani University of Applied Sciences have the opportunity to complete a double degree at a partner university based on bilateral agreements.

5 § Open University of Applied Sciences Studies, Commissioned Education, and Continuing Education

The University of Applied Sciences may also organize specialized training, training that includes parts of degrees as continuing education, open university of applied sciences education, or separate studies, as well as other continuing education. (L932/1994, §10)

Open university of applied sciences education includes studies that are part of a university of applied sciences degree or a master's degree program, for which the student has been granted a limited right to study in terms of time and content by the university of applied sciences. (L932/1994, §10)

It is not possible to complete a degree through open university education. In open university education, a student can complete a practical training module included in a degree program as an open university student. There may be specific restrictions related to internships in the fields of social and health care and sports, which will be checked before starting the internship. Restrictions may also apply to internships carried out abroad. A student can also complete a thesis related to bachelor's or master's degree studies as

open university studies and apply for admission as a degree student through a separate application process to obtain the degree.

According to the Universities of Applied Sciences Act (L932/2014), the University of Applied Sciences may provide education leading to a university of applied sciences degree to a group of students as contract education, where the education is financed by the client. The education provided as contract education must be related to the educational mission specified in the operating license of the university of applied sciences. A separate agreement is made with the client regarding the contract education. The student participating in contract education is subject to the provisions of the Universities of Applied Sciences Act (L932/2014), §§25-27, 33-40, and 57-61.

The University of Applied Sciences may also provide continuing education. A separate agreement is made with the client regarding the continuing education. Continuing education cannot be used to complete a degree.

6 § Specialised Education

Specialised education is education that promotes professional development and specialization for those who have completed a university degree or have achieved equivalent competence.

Specialised education provided by universities of applied sciences is aimed at professionals who have already been in the workforce and is intended to support their professional development and specialization in areas where there is no market-based training available.

The common objectives and minimum scope of specialised education are determined by the Government Decree. Specialised education does not include education that universities of applied sciences provide as a business operation according to §5(3).

Specialised education can only be organized based on agreements reached through cooperation between universities of applied sciences. During the agreement process, cooperation with representatives of the working life and business sectors must be established. More detailed provisions on the agreements, their content, and the organization of the training are provided by the Government Decree (A1129/2014, §§6a-c).

A public list is maintained of the agreements regarding specialised education. The Government Decree specifies the details of the public list and the information to be included in it. (L1173/2014, §11a)

7 § Planning, Development, and Evaluation of Teaching

The planning, organization, and continuous development of education leading to a university of applied sciences degree, specialised studies, open university of applied sciences education, and study modules are carried out in collaboration with the working life.

The quality of teaching is assessed through feedback surveys, self-evaluations, and participation in national and international evaluations. Students are requested to provide feedback on study modules. Students are expected to respond to feedback surveys and other surveys related to teaching. Students select representatives from among themselves to participate in working groups for the development of teaching.

CHAPTER 2: ADMISSION OF STUDENTS

8 § Student Admission

Students are admitted by the University of Applied Sciences. Students are admitted to complete a university of applied sciences degree, a master's degree, or specialised education (L932/1994, §28). The Kajaani University of Applied Sciences Board decides on the number of study places for programs leading to a university of applied sciences degree and a master's degree.

The admission, entry requirements, and selection procedures for students are regulated by the Polytechnics Act (L932/2014), the Government Decree on Polytechnics (A1129/2014), the Act on National Study and Degree Registers (L884/2017), and the Decree on the Joint Admission System for Polytechnics (A1191/1998).

The preparation and presentation of the admission process for degree programs and separate application processes are carried out by the Admissions Services, which acts in an official capacity.

The University of Applied Sciences may use separate selection instead of a joint application process in situations provided for in §28a of the Universities of Applied Sciences Act (L932/1994).

The selection criteria for joint application and separate application processes for degree programs are determined annually and approved in the admission criteria of Kajaani University of Applied Sciences.

An accepted student can accept only one study place leading to a university degree or a national joint application place in a university or university of applied sciences program starting in the same semester. Accepting a study place is binding.

The student admission to degree studies is conditional until the required documents described in the admission criteria have been verified. In the case of a fee-paying student, it is also required that the tuition fee has been paid. If an applicant has provided incorrect information that affects the result of the selection or fails to submit the requested documents, the admission will be revoked. The decision to revoke the student admission is made by the rector or a person authorized by them.

A student coming from outside the EU/EEA area must familiarize themselves with the Student Agreement before starting their studies and adhere to it throughout their studies. The agreement outlines the key obligations of the student and Kajaani University of Applied Sciences, as well as information about the scholarship system.

The selection of students for double and joint degree programs is based on agreements made with foreign partner universities.

Open university of applied sciences studies are open to all, and there are no educational requirements for admission.

Specialised education programs can admit students who have completed a relevant higher education degree or whom the University of Applied Sciences considers having sufficient knowledge and skills for the studies. (A1173/2014, §25)

An applicant dissatisfied with the admission decision can request a written rectification from the Board of Kajaani University of Applied Sciences within 14 days of the announcement of the results (L932/2014, §57). Any decision made in the rectification process can be appealed to the Administrative Court of Northern Finland.

9 § Transfer Students from Another Higher Education Institution

Transfer students who seek to transfer their study right from another university of applied sciences to Kajaani University of Applied Sciences can be admitted.

Transfer students are admitted through a separate application process in the Studyinfo according to the application deadlines of universities of applied sciences. The admission of transfer students is based on the application and selection criteria specified in the guidelines for transfer students at Kajaani University of Applied Sciences. The eligibility of transfer students is checked by the Admissions Services, after which the preparation of the selection and the selection decision are made within the respective competence area. The decisions regarding transfer students are made by the Head of Education and RDI in consultation with the Director of Education and Research.

The selection criteria for transfer admission are determined annually and approved in the admission criteria of Kajaani University of Applied Sciences.

When a transfer student accepts a study place obtained in a new transfer application, their previous study right terminates. The student's right to complete a degree is determined based on the study right obtained in the transfer. The duration of studies does not extend. The regular study right period for a transfer student is calculated from the date they accepted a study place in their previous education. When calculating the study right period, the student's attended and absent academic terms are taken into account.

An applicant dissatisfied with the decision can request a rectification from the Board of Kajaani University of Applied Sciences in writing within 14 days of receiving the decision (L932/2014, §57). Any decision made in the rectification process can be appealed to the Administrative Court of Northern Finland.

10 § Internal Transfer within the University of Applied Sciences

It is not possible to change programs within the university as an internal transfer in the same semester in which the student has accepted a study place. If a student admitted to Kajaani University of Applied Sciences wishes to change programs later, the following procedures are followed:

Changing programs within the same field of study (changing the degree program)

A student can transfer to another program within the same field of study to pursue the same degree, usually when the selection criteria, including entrance exams, have been the same. When a student transfers to another degree program within the university without changing the target degree or degree title, it is considered a change of degree program. It is possible to transfer from Finnish-language programs to English-language programs or vice versa. It is also possible to transfer from part-time studies to full-time studies or vice versa. Transferring to a program in a different language requires demonstrating language proficiency. The Head of Education and RDI, or a person authorized by them, interviews the student, and if the transfer is justified and there are no practical obstacles to organizing the teaching, the student can change programs. A personal study plan is prepared for the student. Otherwise, the student must apply through the joint application process.

Changing programs between different fields of study (changing the target degree or degree title)

If a student seeks to transfer from one field of study to another within Kajaani University of Applied Sciences, the transfer is processed in the same manner as an external transfer between higher education institutions. Transfer students are selected through a separate selection process based on applications made in Studyinfo. Transferring to another degree program is possible only in certain programs and is carried out according to the approved selection criteria. The starting point is that the student's previous

studies can be recognized in the desired new degree. In addition, the transfer can be approved if the student's study completion time is sufficient for completing the new degree and if the teaching arrangements and resources allow for it. A transfer student must have completed at least one academic year of study in the previous degree program. Decisions regarding internal transfer student admissions are made by the Head of Education and RDI based on the proposal of the study counsellor of the field of study.

When a transfer student accepts a study place obtained in a new transfer application, their previous study right terminates.

An applicant dissatisfied with the decision can request a rectification from the Board of Kajaani University of Applied Sciences in writing within 14 days of receiving the decision. Any decision made in the rectification process can be appealed to the Administrative Court of Northern Finland.

11 §: Applicant's Health Condition

The applicant's health condition or functional capacity must not be a barrier to admission as a student (Section 26 of Act 932/2014). The admission of students follows the requirements, accessibility, and information related to student selection as stated in Sections 25-27 of the Universities of Applied Sciences Act (Act 932/2014).

Applicants for social and health care as well as sports management degree programs may be required by the university to provide information about their health condition necessary for the evaluation of admission, as well as information regarding any previous cancellation of study rights.

The guidelines for the application of the SORA legislation at Kajaani University of Applied Sciences compile the legislation and guidelines for the application of SORA in universities of applied sciences at Kajaani University of Applied Sciences.

CHAPTER 3: RIGHT TO STUDY

The right to study applies to students who have been accepted and have confirmed their study place by the deadline in degree programs leading to Bachelor's and Master's degree qualifications, specialised studies, and open university of applied sciences studies.

12 §: Right to Study and Planned Completion Time

In the education leading to bachelor's and master's degrees, students have the right to complete their studies within a time longer than the planned completion time by one year. The right to study begins when the student accepts the study place and registers as present for the first time.

For education leading to a higher education degree (daytime studies, blended studies), the planned completion time and the right to study period are determined based on the extent of the education as follows:

Scope of degree	Target completion time	Right to study
210 credits	3.5 years	4.5 years
240 credits	4 years	5 years

For education leading to a Master's degree, the planned completion time and the right to study period are as follows:

Scope of degree	Target completion time	Right to study
60 credits	2 years	3 years
90 credits	2 years	3 years

13 §: Registration

Accepted students must notify the University of Applied Sciences of accepting the study place within the specified deadline mentioned in the acceptance notification. If the accepted student fails to make the notification within the deadline, they will lose their study place.

To maintain the right to study, students must register as either present or absent each academic year according to the university's instructions. Students who are on internship or exchange studies must register as present. Completion of studies requires registration as present.

First-year students register as present/absent in the Oili service. Continuing students register as present/absent in the PAKKI - Student Desktop, except for students liable to pay a tuition fee, who register by paying the annual tuition fee.

The academic year at the University of Applied Sciences starts on August 1st and ends on July 31st. The autumn semester starts on August 1st and ends on December 31st. The spring semester starts on January 1st and ends on July 31st. Teaching is provided during the periods determined by the University of Applied Sciences. The rector of the University of Applied Sciences determines the teaching period for the academic year.

A student may change their registration status during the semester for justified reasons. Justified reasons may include significant changes in the student's life situation, such as serious illness of oneself or a close family member, parental leave related to childbirth or adoption, and military service. A change in registration status is requested using the form "Request for Change in Registration Status." The application must be accompanied by a written certificate from the relevant authority regarding the reason for the change. The decision regarding the change is made by the Head of Education and RDI. Changes in registration status are effective from the date of the student's application and cannot be made retrospectively.

For tuition fee-paying students, changes in registration status do not affect the tuition fee for the respective academic year. The conditions for tuition fees are described in more detail in the operational guidelines approved by the rector, "Tuition Fee and Scholarship Conditions."

A first-year student can only make changes during the semester based on statutory reasons. (Act 932/2014, Section 29)

14 §: Right to Absence

The rules regarding the right to absence are determined based on when the student has accepted the study place at the University of Applied Sciences.

A student who has accepted the study place before the start of education on August 1st, 2015, can register as absent for a maximum of four semesters (2 years) without the study right period elapsing. The period of absence does not count towards the period of study rights.

A student who has accepted the study place after August 1st, 2015, can register as absent during the first academic year (Act 932/2014, Section 29) if they:

- Perform military service, civilian service, or voluntary military service for women as stipulated by the Conscription Act,
- Require leave from studies due to maternity, paternity, or parental leave,
- Are unable to start studies due to their own illness or disability.

Absence due to the reasons mentioned above does not count towards the period of study right. A student registered as absent must provide proof of the reason and duration of absence to the study office during the designated registration period set by the University of Applied Sciences. After the first academic year, a student can register as absent for a maximum of two semesters (1 year) without the study right period elapsing.

A transfer student can register as absent for the academic year following the transfer only for statutory reasons.

15 §: Loss and Restoration of Study Right

A. Neglect of Registration Obligation, Resignation, or Neglect of Tuition Fee Payment - Applying for Restoration of Study Right

If a student has neglected to register by the deadline or has resigned, they will lose their study right and cannot complete studies in the degree program. A student who has lost their study right has the opportunity to complete studies as an open university student.

It is possible for a student to apply for the restoration of their study right. When making the decision, the realistic possibilities for the student to complete their studies within the remaining study right period (planned completion time + additional year) are considered. The study right period starts when the student has accepted the study place and registered as present for the first time.

The restoration of study right is applied for using an electronic form during the designated times set by the university. The rector of the University of Applied Sciences can restore the study right starting from the beginning of the next semester. A processing fee as specified in the regulation (A1440/2014) is charged for the decision on the restoration of study right (positive or negative).

If a tuition fee-paying student fails to pay the tuition fee by the deadline specified by the University of Applied Sciences and does not register as absent for statutory reasons, they are considered to have neglected the registration and will lose their study right. The restoration of study right requires the payment of the tuition fee and the application processing fee as specified in the regulation (A1440/2014). The tuition fee obligation applies to all semesters in which the student is registered as present.

If a tuition fee-paying student receives a negative residence permit decision, they may be eligible for a refund of the tuition fee if they have applied for a residence permit within 14 days of being admitted and have paid the tuition fee according to the instructions. The student has the right to apply for the restoration of study right for the following academic year.

The conditions for tuition fees and scholarships are determined annually by the President's decision.

In the case of a resigned student, the study right can be restored if the student has the possibility to complete the remaining studies within the study right period. When granting the study right period, the used and remaining semesters are taken into account.

All those semesters in which a student does not have a study right due to neglecting the registration are counted as semesters consuming the right to absence. Once the entire right to absence has been used, the absence period resulting from neglecting the registration will consume the study right period eligible for attendance. A student whose study right has been restored can register as absent if they have unused absence time.

A student can request a rectification of the decision regarding the granted study right from the Board of Kajaani University of Applied Sciences within 14 days of receiving the decision. (Act 932/2014, Section 57)

B. Expiration of Study Right Period and Restoration of Study Right

If a student has not completed their studies within the specified time (planned completion time + additional year) and the rector has not granted discretionary additional time based on the student's application, the student will lose their study right.

A student who has started their studies on or after August 1st, 2015, can apply to Kajaani University of Applied Sciences for the right to re-enter as a student without participating in the student selection process. The restoration of study right is applied for using the university's electronic form "temporary restoration of study right". The study right is granted again if there are no more than 60 credits of studies leading to a degree in a University of Applied Sciences program left unfinished and no more than 30 credits of studies leading to a higher education degree left unfinished. The study right is granted again for a maximum of two semesters (1 year) starting from the beginning of the following semester. A student who has been granted the re-established study right does not have the right to absence or the possibility of discretionary additional time. The decision on the temporary restoration of study right is made by the rector of the University of Applied Sciences.

A processing fee as specified in the regulation (A1440/2014) is charged for the decision on the temporary restoration of study right (positive or negative).

A student who has been in degree education at another Finnish University of Applied Sciences or a student of Kajaani University of Applied Sciences who has resigned or lost their study right due to neglecting the registration, the expiration of the study right, or other reasons, and whose study right started before August 1st, 2015, can apply for a study right at Kajaani University of Applied Sciences through a separate application process published in the Studyinfo to complete their studies.

A student can request a written rectification of the decision from the Board of Kajaani University of Applied Sciences within 14 days of receiving the decision (Act 932/2014, Sections 57-58). A decision made in the rectification procedure can be appealed to the Administrative Court of Northern Finland within 14 days of receiving the decision.

16 §: Discretionary Extension to Study Time

If a student does not graduate within the study right period, they can apply for additional time to complete their studies. The application for discretionary extension to study time must be made during the validity of the study right using an electronic form.

Discretionary extension to study is granted only for specific reasons that have affected the progress of studies. When making the decision, the realistic possibilities for the student to complete their studies within the granted additional time are considered. Additional time is generally granted only once and for a maximum of one year. The decision on discretionary extension to study is made by the rector of the University of Applied Sciences.

A student studying with discretionary extension to study cannot register as absent.

A processing fee as specified in the regulation (A1440/2014) is charged for the decision on the grant of additional time (positive or negative).

17 §: Cancellation and Restoration of Study Right in the Social and Health Care and Sports Fields

When studies include requirements related to the safety of minors, patient or client safety, or traffic safety, the University of Applied Sciences can cancel the study right if:

- 1) The student, through repeated or serious actions, has demonstrated that they are clearly unfit to perform practical tasks or internships related to their studies, and that such actions have endangered the health or safety of another person;
- 2) It is evident that the student does not meet the admission requirements according to Section 26(1) in terms of their health or functional capacity; or
- 3) The student has concealed information, as referred to in Section 26(2), during the application phase, which would have prevented their selection as a student.

When studies or practical training involve essential work with minors, the University of Applied Sciences can cancel the study right if it is necessary to protect minors and if the student has been convicted under the Criminal Code.

Students who are completing their practical or clinical training, going or arriving on an exchange in the social and health care and sports fields are required to provide a criminal record extract issued by the authorities or their home university if they will be working with minors during their studies.

Before cancelling the study right, the University of Applied Sciences must explore with the student the possibility of pursuing other studies. With the student's consent, they can be transferred to another program at the University of Applied Sciences for which they meet the admission requirements. The cancellation of the study right is a last resort.

The decision to cancel the study right is made by the Board of the University of Applied Sciences. The rector decides on the written warning to be given to the student, and the Board decides on the temporary expulsion of the student. (Act 932/2014, Section 39)

A person whose study right has been cancelled based on Section 33(1)(2) of the Universities of Applied Sciences Act can apply for the restoration of the study right from the University of Applied Sciences. The study right is restored if the applicant demonstrates that the reasons for the cancellation of the study right no longer apply. The student must provide the University of Applied Sciences with health-related certificates. The restoration of the study right is decided by the Board of the University of Applied Sciences. (Act 932/2014, Section 35)

An appeal against the decision regarding the cancellation and restoration of the study right can be made to the Student Legal Protection Committee within 14 days of receiving the decision. An appeal against the decision of the committee can be made to the Administrative Court of Helsinki within 14 days of receiving the decision. (Act 953/2014, Section 59)

Detailed procedural instructions regarding admission, cancellation and restoration of study right, as well as the right to access information, obligation to inform, and handling of sensitive information, are provided in a separate operational guideline concerning the SORA legislation of the University of Applied Sciences.

Chapter 4: STUDIES AT THE UNIVERSITY OF APPLIED SCIENCES

18 §: Principles and Objectives of University of Applied Sciences Studies

When planning and organizing degree programs, higher education degrees, and specialized studies at the University of Applied Sciences, the following educational principles are followed:

- 1) The education is based on the essential competence needs of the professional field, approached from the perspective of professional practices, while promoting the student's comprehensive development.
- 2) The education provides knowledge in disciplines that support learning in professional practices.
- 3) The education emphasizes foundational skills and specialized expertise in the professional field, the ability to critically use scientific knowledge in professional work, and the ability to work independently, ethically, and engage in self-development.

The objectives of degree programs leading to a University of Applied Sciences degree are that the graduate possesses: (A1129/2014)

Broad practical knowledge and skills, as well as theoretical foundations to work as an expert in their field. Readiness to follow and contribute to the development of their professional field.

The ability to engage in lifelong learning and continuous development of their professional skills.

Sufficient communication and language skills for tasks in their field, as well as for international activities and cooperation.

The objectives of degree programs leading to a higher education degree are that the graduate possesses:

- Extensive and in-depth knowledge, as well as the necessary theoretical knowledge, to work as a developer in demanding expert and managerial positions.
- A profound understanding of their professional field, its position in the working life and society, and the ability to monitor and analyze the development of research knowledge and professional practices in the field.
- Readiness for lifelong learning and continuous development of their professional skills.
- Sufficient communication and language skills for tasks in their field, as well as for international activities and cooperation.

19 §: Curriculum and Courses

When designing curricula, the national qualifications framework (National Qualifications Framework, NQF), competence-based national and program-specific common competences are taken into account. The curriculum for each program specifies the objectives, subject matter, extent in credits, teaching and internship hours, and required achievements of each study unit. Annual implementation plans are prepared for the curriculum, study units, and study modules. The workload for the student for one academic year is 1,600 hours, equivalent to 60 credits.

The curricula and their amendments for degree programs leading to a University of Applied Sciences degree, higher education degrees, and specialized studies are approved by the Board of the University of Applied Sciences.

Studies and teaching are arranged in the form of courses. These include compulsory, optional or free-choice studies. Several fields of study may share the same study units and courses. Course or module can also be completed through educational cooperation within cross-institutional study network.

Studies are scheduled appropriately for the development of professional competence. Students are required to participate in teaching as required by the nature of the instruction. Any prerequisites for the completion of a study unit are specified in the curriculum. At the beginning of each study unit, the teacher presents the implementation plan, including the content, teaching methods, required and alternative ways of completion, assessment criteria and bases, attendance requirements, and feedback practices. Student's study planning is supported through study guidance and tutoring.

The University of Applied Sciences must organize degree programs leading to a University of Applied Sciences degree in a way that allows students to complete their studies within the targeted timeframe.

20 §: Basic Studies

The objective of basic studies is to provide students with a broad overview of the position and significance of the respective professional field in society, the working life, and internationally. The aim is to familiarize students with the general theoretical foundations and communication practices of the professional field, as well as to develop the language skills required by Regulation 1129/2014.

21 §: Language Skills

In their studies leading to a higher education degree, students must demonstrate proficiency in:

- 1) The Finnish and Swedish languages as required by the Language Proficiency Act (424/2003) for positions in bilingual areas of public administration and as necessary for professional practice and development;
- 2) One or two foreign languages, written and oral, as required for professional practice and development (Regulation 1129/2014, Section 7).

The requirements of the first paragraph do not apply to students who have received their education in a language other than Finnish or Swedish, or to students who have received their education abroad. The University of Applied Sciences decides on the language skills required from such students (Regulation 1129/2014, Section 7).

Proficiency in the Finnish language is demonstrated through compulsory Finnish language studies, related assignments, and a maturity test. Proficiency in the Swedish language is demonstrated through compulsory Swedish language studies, related assignments, or by other means.

The University of Applied Sciences may, for special reasons, grant partial or complete exemption from the requirements set out in the first paragraph (Regulation 1129/2014, Section 7). Exemptions granted based on special reasons are always considered on a case-by-case basis. Exemptions granted by another university do not transfer, and the student must apply for exemption separately. At the beginning of their studies, students must submit a written exemption application and a plan for alternative language studies. The alternative studies must be discussed with the language and communication teacher. The teacher evaluates the grounds for exemption based on the documents and application submitted by the student. As a rule, students with a justified and documented reason for exemption from language studies are exempted from studying the respective language. Exemptions based on reading and writing difficulties are generally granted only if the student has a documented severe reading and writing disability. A specialist's statement (e.g., neurologist) must be provided, which must not be more than five years old. The decision on partial exemption is made by the Head of Education and RDI, and the decision on complete exemption is made by the President.

Exemption does not prevent the student from participating in language courses.

The student's demonstrated language skills are reported on the degree certificate (Regulation 1129/2014, Section 7).

22 §: Professional Studies

The objective of professional studies is to familiarize students with the key problem areas and applications relevant to their professional field, as well as the scientific or artistic foundations thereof. The aim is to prepare students to work independently as experts and entrepreneurs in their professional field and to participate in the development of their work community. Some professional studies are mandatory, while others are elective. The extent of the studies is determined by the program.

In programs leading to a higher education degree, the objective of advanced professional studies is to provide students with the opportunity to apply theory to practice, develop analytical skills, acquire project management skills, and participate in research and development work and social interactions.

23 §: Free-choice Studies

The objective of free-choice studies is to provide students with the opportunity to increase, deepen, or broaden their knowledge in their own professional field.

The extent of free-choice studies varies by program. The studies can be chosen from the student's own program, another program within the university of applied sciences, another university of applied sciences, a university, or elsewhere as agreed. Once a student has completed the required number of optional studies, they cannot freely enroll in additional optional courses without the approval of the study counsellor and the Head of Education and RDI. A student cannot take optional courses that have the same content as or overlap with other studies. A student cannot take additional optional courses if they have compulsory studies remaining or if they have exceeded the intended completion time for their studies. A student can take a maximum of 10 credits more of optional studies than specified in the curriculum for the degree program.

24 §: Accreditation of Studies, Recognition and Prior Competence

When completing a degree or specialized training, a student can have their studies completed at another domestic or foreign higher education institution or another educational institution recognized as part of their degree or study module (mandatory or optional studies), as determined by the university of applied sciences.

A. Accreditation

Accreditation refers to the recognition of competence acquired through studies, internships, work experience, hobbies, or community activities as part of a degree or study module (mandatory or optional studies).

A thesis can be accredited if it has been completed in another higher education institution in a corresponding program or study field (transfer students). In the case of other than transfer students, the accreditation of a previously completed thesis or one completed elsewhere is assessed in relation to the learning outcomes and assessment criteria set for the thesis in accordance with the assessment procedure applied in the university of applied sciences. A thesis/development task included in a higher education degree cannot be accredited.

Replacement refers to the substitution of previously completed, equivalent, and at the same level studies, which a student can use to replace studies included in the curriculum of their program.

Inclusion refers to the integration of previously completed studies into a degree (e.g. optional studies). Demonstrating and recognizing competence acquired in other ways requires a process called recognition and validation of prior learning (RPL).

Accreditation, replacement, and inclusion are based on the premise that the completed studies contribute to the student's degree studies and that the learning outcomes are achieved.

B. Recognition and Validation of Prior Competence

Students have the right to demonstrate previously acquired competence. The student initiates the recognition and validation of previously acquired competence. Recognition and validation of competence is carried out by the responsible teacher, the Head of Education and RDI, or another designated person. The assessment follows the same criteria and generally the same grading scale as the corresponding study module or course.

Students have the right to seek recognition and validation of competence regardless of where, how, and when the competence was acquired. Students can also apply for recognition and validation of competence acquired through work as part of their degree (work-based learning). The recognized competence must be in line with the learning outcomes of the education curriculum. The student is responsible for demonstrating and providing sufficient evidence of their competence.

Recognition of competence should be applied for at the beginning of the studies to ensure smooth progress. However, students have the right to apply for recognition and validation of competence throughout their studies.

Expiration of Studies

Studies completed at a university of applied sciences or universities are accredited as they are or in applicable parts. The expiration of studies is assessed in relation to the learning outcomes presented in the curriculum. Studies that are over 10 years old cannot be accredited as they are if the competence requirements of the working life have significantly changed. The recognition of expired competence may require additional demonstration of competence (RPL process).

25 §: Practical Training

The objective of a practical training is to provide students with guided practical work tasks that are particularly relevant to their professional studies, as well as to apply their knowledge and skills in a work environment. Internships are planned as study modules related to the education program, with defined objectives, scope, content, and completion methods. Internships are supervised by designated individuals from the internship placement and the university of applied sciences. Practical training is not included in Master's degree programs.

26 §: Thesis and Maturity Test

In education programs leading to a higher education degree, the objective of the thesis is to develop and demonstrate the student's ability to apply their knowledge and skills in a practical expert task related to their professional studies.

In education programs leading to a higher education degree, the objective of the thesis is to develop and demonstrate the ability to apply research knowledge, use selected methods to analyze and solve work-related problems, and demonstrate readiness for demanding independent expert work.

Thesis work is generally based on the needs of the working life. The thesis can be part of a larger project. The thesis can also be done in collaboration with students from different fields of study. The university of applied sciences approves the topic and assigns a supervisor for the thesis work. The thesis is written in the language of instruction. The Head of Education and RDI decides on the language used in the maturity test when the student is not required to have the language skills specified in section 7(1) of the regulation (A1129/2014).

A written report is always part of the thesis, and the student must save it with their information after assessment and before submitting the degree certificate application to the Theseus online library. The student publishes their thesis in the Theseus online library in a public or restricted collection. The student always has the right to decide whether to publish their thesis in the public collection. The thesis is a public document that the university of applied sciences must provide for reading upon request, even if it has been saved in a restricted collection (Act on the Openness of Government Activities 21.5.1999/621).

For a higher education degree, the student must write a maturity test in their field, which demonstrates familiarity with the field and proficiency in the Finnish language (A1129/2014). The language of the maturity test is assessed by a Finnish language and communication teacher. The content of the maturity test is approved by the thesis supervisor.

A student who has received their education in a language other than Finnish or Swedish or outside of Finland writes the maturity test in the language of instruction for the program, unless the Head of Education and RDI decides otherwise based on the student's application. The language of a maturity test written in a language other than Finnish is assessed by a teacher of the respective language.

27 §: Assessment

Assessment is based on the learning outcomes and assessment criteria of the study module or course, which are described in the curriculum. The assessment criteria are detailed in the implementation plan of the study module, which can be found in the study guide, and they are discussed with the students at the beginning of each course implementation.

The achievement of the objectives of the study modules is assessed through oral and/or written exams, practical assignments, learning tasks, or other assessment methods. Partial achievements in study modules are assessed using the same grading scale as the actual study module.

The grading scale used is excellent (5), good (4-3), satisfactory (2-1), and fail (0) or pass/fail. If a student has not participated in a compulsory or elective course according to the schedule, no entry will be made in the student register. The starting point for a passing grade in verbal assessment is 70% correct answers, and in numerical assessment, it is 50%. Study modules that include exams offer three exam opportunities (the actual exam and two retakes) with the same requirements, scheduled and announced by the teacher. If a student did not participate in the exam, they will be marked as "E" (did not participate in the exam). The exam dates are provided in the study guide in the implementation plan for the study module. If a student is unable to participate in a retake exam due to an internship or exchange studies, they should negotiate the exam time with the teacher.

Grades or completion marks for equivalent and similar study modules completed in another educational institution are transferred as they were given in the original institution. The original place of completion is recorded in the student register. Similarly, studies completed abroad or in other higher education institutions or educational institutions are recorded in the student register with grades and completion dates if the grading scale used is the same. Otherwise, the letter "H" (passed) is used. If completion requires additional performances, the entire study module is assessed using the pass/fail scale or numerical

grading. Competence acquired in other ways and demonstrated through recognition and validation of prior learning (AHOT) is assessed using the pass/fail scale or numerical grading.

Completed and approved performances submitted for assessment according to the given schedule are recorded in the student register no later than four working weeks after the exam or the deadline for other performances. The teacher who conducted the assessment records the performance in the student register. The assessment date is the same as the performance date or the deadline for submitting exercises, reports, or equivalent. When changing semesters or during summer studies, the assessment date is set as the last day of the semester (31.12. or 31.7.) at the latest. It is not possible to remove a successfully completed study module from the student register upon the student's request. The removal of a completion mark is possible if the student studies the completed study module at a later stage.

A student has the right to improve the grade of a passed study module once. The opportunity for improvement is within the following two semesters when the study module is offered again. Students going on international exchange can improve their grade in the final general exam session of the semester. The highest grade achieved remains valid. The opportunity for improvement does not apply to the thesis, partial performances, or completed studies recognized as equivalent.

According to the regulation on universities of applied sciences (A1129/2014), language proficiency is indicated on the degree certificate. The second domestic language is assessed on the degree certificate using the scale satisfactory (equivalent to grades 1-3) and good (equivalent to grades 4-5). Oral and written skills in the second domestic language are assessed separately. The degree certificate also includes information about the mandatory foreign language. The grades for all language studies are included in the appendix of the degree certificate (study transcript).

The final performance and submission dates for exams, assignments, and reports related to the degree are determined on a course-specific basis.

Assessed written or otherwise recorded study performances are kept for six (6) months from the publication of the results. Students have the opportunity to familiarize themselves with the assessed written or otherwise recorded study performance during a performance explanation session or during announced reception hours. Written performances related to internships and project work are kept for at least the duration of the studies. Theses are kept permanently, while maturity tests are kept for one year.

28 §: Review Procedure

A student who is dissatisfied with the assessment of their study performance or the recognition of their demonstrated competence can request a review orally or in writing from the teacher who conducted the assessment or the person who made the decision regarding recognition. The request for review of the grading of a study performance must be made within 14 days from the date when the student had the opportunity to receive the assessment results and become aware of the application of the assessment criteria for their own performance. The request for review of recognition must be made within 14 days from the date of receiving the decision (Act 932/2014, Section 57). Requests for review of study performance or recognition must be made during the validity of the student's right to study.

If a student is dissatisfied with the decision regarding their review request, they can further appeal to the degree committee of the university of applied sciences within 14 days from the date they received notice of the decision on the review request (Act 932/2014, Section 57). The decision of the degree committee is final, and there is no possibility to appeal against it (Act 932/2014, Section 60).

29 §: Completion of the Degree

A student has completed a university of applied sciences degree:

- by participating in the education and training included in the program and completing the thesis as required by the curriculum;
- by completing the specific study modules determined by the approved curriculum and thereby demonstrating the competencies previously defined in this degree regulation;
- by passing a written maturity test that demonstrates familiarity with the field and proficiency in either Finnish or Swedish.

The completion of the degree is confirmed by the rector.

30 §: Certificates

The university of applied sciences provides the student with an electronic degree certificate, a Finnish and English transcript of records, and a diploma supplement intended for international use for their completed degree. Graduates of English-taught programs receive both an English and Finnish degree certificate. The transcript of records is only in English.

Kajaani University of Applied Sciences follows a continuous graduation policy. Bachelor and Master students can apply for a degree certificate after completing all their studies and having them recorded in the student register. Before submitting the application, the student must verify the accuracy of the study performance and other information to be included in the certificate. The graduation process also includes responding to the Ministry of Education and Culture's graduate feedback survey (ARDOP survey).

If a graduating student has an ongoing review procedure as referred to in 28 § of the degree regulation, the degree certificate will be issued after the review procedure has been completed.

Separate electronically signed certificates are provided for specialized training programs. Upon request, students studying in the Open University of Applied Sciences receive a transcript of records. A student who is currently enrolled in studies can print a temporarily signed transcript of records and a student certificate from the Peppi student information system, PAKKI - student desktop.

Chapter 5: Miscellaneous Provisions

31 §: Safety, Order, and Disciplinary Measures

A student has the right to a safe learning environment. The university of applied sciences has separate safety instructions, safety documents based on risk analysis, and guidelines for handling psychological threats and hazards.

A written warning may be issued to a student if they:

- disturb teaching,
- behave violently or threateningly,
- engage in dishonesty or otherwise violate the university of applied sciences' order,
- refuse to present a certificate related to drug testing, or
- based on the findings of a drug test, have used drugs for purposes other than medical reasons, resulting in impaired functioning (Act 932/2014, Section 38).

If the act or omission is serious, or if the student continues inappropriate behaviour after receiving a written warning, they may be suspended for a fixed period of up to one year. The decision regarding a written warning is made by the rector of the university of applied sciences, and the decision regarding a temporary suspension is made by the board of the university of applied sciences upon the rector's proposal.

A student who disrupts teaching, behaves violently or threatens the life or health of others may be ordered to leave the classroom or any event organized by the university of applied sciences. Participation in teaching can be denied for a maximum of three (3) working days (Act 932/2014, Section 38). The rector of the university of applied sciences makes the decision on this matter.

The university of applied sciences may require a student to present a certificate related to drug testing. The university of applied sciences is responsible for the costs of the certificate (Act 932/2014, Section 36). Guidance on drug testing is provided in the operating instructions for the university of applied sciences regarding the SORA legislation.

The use of substances and appearing under the influence of substances is prohibited in the premises and learning situations of the university of applied sciences. The prevention of substance use among students and intervention programs are based on the substance abuse program developed for students.

32 §: Academic Fraud

Kajaani University of Applied Sciences adheres to the guidelines of the Finnish National Board on Research Integrity (TENK) on "Responsible Conduct of Research and Procedures for Handling Allegations of Misconduct in Finland." Any form of misconduct in studies is prohibited.

Cheating in exams, demonstrations, independent assignments, and theses (such as plagiarism, fabrication, falsification) will result in the rejection of the study performance or the entire study module. A study module that has been rejected due to cheating must be retaken in the following academic year according to the current requirements. In addition to the rejection of the study performance or study module, cheating can also result in disciplinary measures, such as a written warning or temporary suspension from the university of applied sciences. The student will always be heard before a decision is made.

The process and hearing related to academic fraud are described in more detail in separate instructions.

33 §: Application of the Degree Regulation

If the provisions of this degree regulation need to be interpreted with discretion, general principles of legal protection must be followed. Before making decisions, all parties should be sufficiently heard, and the decisions should be based on accepted norms and be public.



APPENDIX 1: DEGREES LEADING TO A UNIVERSITY OF APPLIED SCIENCES BACHELOR'S AND MASTER'S DEGREE QUALIFICATIONS

Finnish government's decision of the degrees in Kajaani University of Applied Sciences (VN/3403/2020)

The university of applied sciences must award the following university of applied sciences degrees and the degree titles:

Bachelor of Business Administration (B.A.)

Bachelor of Engineering (B.A.)

Bachelor of Health Care (B.A.)

- Paramedic Nurse
- Registered Nurse
- Social Services and Health Care
- Public Health Nurse

Bachelor of Sports Studies (B.A.)

Bachelor of Hospitality Management (B.A.)

Bachelor of Business Administration educational responsibility is specified in the following fields: *Business Administration and Business Information Technology*

Bachelor of Engineering educational responsibility is specified in the following fields: *Information and Communication Technology, Mechanical Engineering and Construction and Civil Engineering*

The university of applied sciences must award the following higher qualification (Master's level) university of applied sciences degrees and the degree titles:

Master of Business Administration (M.A.)

Master of Engineering (M.A.)

Master of Health Care (M.A.)

- Paramedic Nurse
- Registered Nurse
- Social Services and Health Care
- Public Health Nurse

Master of Sports Studies (M.A.)

Master of Hospitality Management (M.A.)