



Kajaani University of Applied Sciences

DEGREE REGULATIONS

Effective 1 August 2026

This document is an unofficial English translation of the Degree Regulations approved by the Board of Kajaani University of Applied Sciences Ltd on 21 May 2026. In case of any inconsistency, the Finnish-language version shall take precedence.

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 Degree Regulations will be applied indefinitely starting from 1.8.2026, 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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1 EDUCATION

1 § Educational Mission (as defined in the Universities of Applied Sciences Act)

The mission of universities of applied sciences is to provide higher education for professional expert tasks and duties based on the requirements of the world of work and its development and on the premises of academic research and academic and artistic education and to support the professional growth of students. The mission of universities of applied sciences is also to carry out applied research, development and innovation activities and artistic activities that serve education in universities of applied sciences, promote industry, business and regional development and regenerate the industrial structure of the region. In carrying out their mission, universities of applied sciences shall provide opportunities for continuous learning. (A932/2014, 4 §)

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

Kajaani University of Applied Sciences offers both bachelor's and master's degree programs. (A932/2014, 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.

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. (A1129/2014, 2 §). 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. (A1129/2014, 2 §)

A person may be admitted as a student to studies leading to a Master's degree in a university of applied sciences if they have completed a suitable Bachelor's degree in a university of applied sciences or another

suitable higher education degree, or if the university of applied sciences otherwise considers them to possess sufficient knowledge and skills for the studies.

Education leading to a Master's degree in a university of applied sciences is intended for applicants who have completed a relevant higher education degree and who have at least two years of work experience in the relevant field. The relevant field shall be deemed to include both the field of the education to be completed and the field of the previously completed university of applied sciences degree. The required work experience must have been acquired by the beginning of the semester in which the education commences. Work experience may have been obtained after the completion of a higher education degree or after the completion of a previously completed post-secondary or higher vocational qualification. (A1368/2018, 25 §)

The scope of Master's degrees in universities of applied sciences is 60 or 90 ECTS 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 degree agreements with selected partner institutions.

Kajaani University of Applied Sciences awards degrees to students from partner universities based on the current double degree agreements. Similarly, students from Kajaani University of Applied Sciences can obtain a double degree at the 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. (A932/1994, §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. (A932/1994, §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 (A932/2014), § 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 § Specialisation Education

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

Specialisation 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 specialisation education are determined by the Government Decree. Specialisation education does not include education that universities of applied sciences provide as a business operation according to §5(3).

Specialisation 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 specialisation education. The Government Decree specifies the details of the public list and the information to be included in it. (A1173/2014, §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.

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 (A932/2014, 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 (A932/2014), the Government Decree on Polytechnics (1129/2014), the Act on National Study and Degree Registers (884/2017), and the Decree on the Joint Admission System for Polytechnics (289/2019).

The preparation and implementation of the admissions process for degree programmes and separate application procedures are the responsibility of Admissions Services, which acts as the competent authority.

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 (A932/2014).

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.

Under the one study right -rule/provision, a student who accepts a new right to pursue a degree will, in accordance with the Universities of Applied Sciences Act (A932/2014), forfeit any existing study rights for degrees at the same or a lower level.

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 affecting the results of the selection and admission decision or fails to submit the requested certificates and documents by the deadline, 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 top-up degree programs is based on agreements made with foreign partner universities.

Open University of Applied Sciences and Other Non-degree Education

Studies provided by the Open University of Applied Sciences and other forms of continuous learning education do not lead to a University of Applied Sciences degree or a Master's degree from a University of Applied Sciences.

Participation in Open University of Applied Sciences studies does not require admission as a student under the Universities of Applied Sciences Act, nor does it confer a study right as a degree student at a University of Applied Sciences.

The Degree Regulations do not stipulate provisions regarding admission to the Open University of Applied Sciences or other non-degree education, the requirements for participation, the duration of the right to study, or the rights and obligations of students.

Studies completed in the Open University of Applied Sciences may later be recognised as part of a degree in accordance with the valid regulations on the recognition of prior learning, provided that the student applies for and is admitted as a degree student.

Specialisation Education

According to the Government Decree, a person may be admitted to specialisation education if they have completed a relevant higher education degree or if the University of Applied Sciences otherwise considers them to possess sufficient knowledge and skills for the studies (1129/2014, 25 §).

Rectification Procedure

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 (A932/2014, §57). Any decision made in the rectification process can be appealed to the Administrative Court of Northern Finland.

9 § Transfer Students

Universities of Applied Sciences may admit transfer students who apply for the transfer of their study right from another University of Applied Sciences to Kajaani University of Applied Sciences.

Transfer students are admitted through a separate application process via the Studyinfo service, in accordance with the application schedules 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 a transfer student is verified by Admissions Services. The preparation of the selection is carried out within the competence area, and the decision on the admission of transfer students is made on behalf of Kajaani University of Applied Sciences by the Head of Education and Research in accordance with the Rector's delegation decision.

The selection criteria for transfer applications are determined annually in the admission criteria of Kajaani University of Applied Sciences confirmed by the Rector.

When a transfer student accepts a new study place leading to a degree, their previous study right at the same or a lower level will terminate in accordance with the Universities of Applied Sciences Act.

The transfer student's right to complete a degree is determined on the basis of the study right granted upon transfer. When calculating the remaining duration of the study right, the semesters of attendance and non-attendance already used under the student's previous study right are taken into account.

A decision may be rectified by submitting a written request for rectification to the Board of Kajaani University of Applied Sciences within 14 days of being notified of the decision (A932/2014, §57). Appeals against the decision of the Board of the University of Applied Sciences are made 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. This requirement applies to all internal transfers within the University of Applied Sciences.

Changing the Degree Program Within the Same Field of Study (the degree title does not change)

A student may transfer within the same field of study to another degree program leading to the same degree, provided that the admission criteria and selection procedures of the original and the target program have been substantially similar, and that the target degree or degree title does not change.

Applications for changing a degree program within the same field of study are submitted via an electronic form during separately announced application periods. The application schedules and selection criteria are defined annually in the admission and selection criteria of Kajaani University of Applied Sciences confirmed by the Rector.

A student may transfer from Finnish-language education to English-language education or vice versa, and from part-time / blended studies to full-time studies or vice versa, provided that the language proficiency requirements are met and that the organisation of teaching allows the transfer. A prerequisite for transfer is that the change of degree program is justified in terms of the progress of studies or career plans and that there are no obstacles related to the organisation and resourcing of teaching or to the student's study capabilities.

The preparation of the selection process concerning a change of degree program is carried out within the competence area. As part of the selection process, the student is interviewed by the study counsellor of the target degree program. The decision on the transfer is made on behalf of Kajaani University of Applied Sciences by the Head of Education and Research in accordance with the Rector's delegation decision.

Tutkinto-ohjelman vaihtamista koskevan valinnan valmistelu tehdään osaamisalueella. Siirtymisen kohteena olevan tutkinto-ohjelman opinto-ohjaaja haastattelee opiskelijan osana valintaprosessia. Siirtoa koskevan päätöksen tekee Kajaanin ammattikorkeakoulun puolesta koulutus- ja tutkimuspäällikkö rehtorin tekemän delegointipäätöksen mukaisesti.

A personal study plan is prepared for a student transferring to another degree program.

Changing Education from One Field of Study to Another (the target degree or degree title changes)

When a student applies for an internal transfer within Kajaani University of Applied Sciences from one field of study to another in such a way that the target degree or degree title changes, the transfer is processed as a separate application, following the same principles as transfers between universities of applied sciences.

Applications for changing the degree program so that the target degree or degree title changes are submitted via the Studyinfo service in the internal transfer application published as a separate application process of Kajaani University of Applied Sciences. Transfer students are selected based on applications submitted through the Studyinfo service. Internal transfers between fields of study are only possible in programs where such transfers are permitted according to the admission criteria confirmed by the Rector.

The transfer can be approved if the student has completed at least one semester of attendance in their previous degree program, that their prior studies can be recognised as part of the new degree, and that the remaining duration of the student's study right is sufficient for completing the new degree. In addition, the organisation of teaching and the resourcing of education must allow the transfer.

The preparation of the selection is carried out within the competence area. The decision on the admission of transfer students is made, based on the proposal of the study counsellor of the field of study, on behalf of Kajaani University of Applied Sciences by the Head of Education and Research in accordance with the Rector's delegation decision.

When a student accepts a new study place leading to a degree offered through the internal transfer application via the Studyinfo service, their previous study right will terminate in accordance with the Universities of Applied Sciences Act.

A decision may be rectified by submitting a written request for rectification to the Board of Kajaani University of Applied Sciences within 14 days of being notified of the decision (A932/2014, 57 §). Appeals against the decision of the Board are made to the Administrative Court of Northern Finland.

11 § Applicant's Health Condition

An applicant's health condition or functional capacity must not be a barrier to admission in accordance with 26 § of the Universities of Applied Sciences Act. In student selection, the provisions laid down in 25–27 § of the Act concerning the prerequisites for admission, accessibility, and access to information related to student selection are applied.

Notwithstanding the above, applicants to degree programmes in the fields of social services and health care or sports may be required, for the purpose of assessing eligibility for admission, to provide necessary information regarding their health condition or functional capacity where the SORA regulations concerning the revocation of study rights are applicable.

Information concerning health condition or functional capacity may be requested and processed only to the extent necessary to assess whether the applicant is able to complete the practical components of the studies without posing a risk to their own safety, the safety of other students, or client and patient safety.

Health-related information is used exclusively for the purpose of assessing eligibility for admission in situations defined under SORA legislation. The information may not be used for any other purpose, nor may it affect student selection in fields of study other than those subject to legislation on the revocation of study rights.

The requesting, processing, and storage of health-related information are governed by a separate guideline, Application of SORA Legislation at Kajaani University of Applied Sciences, which defines procedures, responsibilities, the rights and obligations of applicants, and the principles of data protection and information security.

3 RIGHT TO STUDY

In degree education, the study right is granted to students admitted to programmes leading to a Bachelor's or Master's degree at a University of Applied Sciences who have accepted their study place and registered with the University of Applied Sciences in accordance with its instructions.

In studies provided by the Open University of Applied Sciences and in specialisation education, the student is granted a separate right to study, which does not constitute a study right as a degree student under the Universities of Applied Sciences Act. The study rights for the Open University of Applied Sciences and specialisation education are governed by separate provisions.

12 § Duration of the Study Right and Normative Duration of Studies

The study right begins when the student has accepted the study place. The duration of the study right starts when the student enrolls as present for the first time.

In education leading to a Bachelor's or Master's degree at a University of Applied Sciences, the student has the right to complete their studies within a period that exceeds the normative duration of studies by one year.

In education leading to a Bachelor's degree at a University of Applied Sciences (full-time and blended mode of study), the normative duration of studies and the duration of the study right are determined according to the scope of the program as follows:

Scope of Degree	Normative Duration of Studies	Right to Study
210 credits	3,5 years	4,5 years
240 credits	4 years	5 years

In education leading to a Master's degree at a University of Applied Sciences, the normative duration of studies and the duration of the study right vary depending on the programme as follows:

Scope of Degree	Normative Duration of Studies	Right to Study
60 credits	1,5–2 years	2,5–3 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/practical training or exchange studies must register as present. Completion of studies requires registration as present.

Present/absent registration is described in more detail in separate guidelines.

The academic year of the University of Applied Sciences begins on 1 August and ends on 31 July. The autumn semester begins on 1 August and ends on 31 December. The spring semester begins on 1 January and ends on 31 July. The Rector confirms the teaching periods of the academic year.

A student may, for justified reasons, change their registration status (present/absent) during the semester. Justified reasons may include, for example, a serious illness of the student or a close family member, the birth or adoption of a child, or the completion of military or civilian service. The change is applied for using the University of Applied Sciences' electronic form. In addition, the student must submit written proof of the reason entitling them to be absent to the Head of Education and Research before the application can be approved. The decision is made by the Head of Education and Research. The change enters into force from the date of submission of the application and is not applied retroactively.

For students liable to pay tuition fees, a change in registration status (present/absent) does not affect the tuition fee for the ongoing academic year. More detailed provisions on tuition fees are set out in the guidelines approved by the Rector.

Lukuvuosimaksuvelvollisen opiskelijan osalta läsnä- tai poissaoloilmoituksen muutoksella ei ole vaikutusta kyseessä olevan lukuvuoden lukuvuosimaksuun. The conditions for tuition fees are described in more detail in the operational guidelines approved by the rector.

A first-year student may change their registration status during the semester only for a statutory reason (A932/2014, 29 §).

14 § Right to Be Absent

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 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
- need to take leave from their studies to care for their child in connection with the child's birth or adoption
- 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 whose study right has begun on or after 1 August 2015 may register as absent only for a statutory reason.

15 § Loss and Reinstatement of Study Right

A. Failure to fulfil the obligation to register, resignation, or failure to pay the tuition fee – Reinstatement of study right

If a student fails to fulfil their obligation to register for the academic year, fails to pay the tuition fee, or resigns from their studies, they will lose their study right and may no longer continue their studies in degree education.

A student who has lost their study right may complete studies as an Open University of Applied Sciences student in accordance with the conditions of the Open University of Applied Sciences.

A student who has lost their study right due to failure to register or failure to pay the tuition fee may apply for the reinstatement of the study right. Reinstatement is conditional upon the student having realistic possibilities to complete their studies within the remaining duration of the study right.

Reinstatement of the study right must be applied for during the application periods determined by the University of Applied Sciences using an electronic form. As a rule, the study right may be reinstated from the beginning of the following semester. The decision on the reinstatement of the study right is made by the Rector. A processing fee is charged in accordance with the applicable Government Decree (1440/2014). Students liable to pay tuition fees must pay both the tuition fee and the processing fee before the study right can be reinstated.

A student who has resigned voluntarily or has forfeited their study right under the one-study-right provision is not eligible to apply for reinstatement of the study right.

More detailed provisions concerning the reinstatement of the study right as well as tuition fees and their reimbursement are set out in separate guidelines.

All semesters during which the student has not held a study right due to failure to fulfil the registration obligation are counted as semesters of non-attendance that consume the student's right to be absent. Once the student's right to be absent has been fully used, the period without a study right resulting from failure to register will count against the duration of the study right available for attendance. A student whose study right has been reinstated may register as absent if they still have absence entitlement remaining.

A student may request rectification of a decision concerning the reinstatement of the study right from the Board of Kajaani University of Applied Sciences within 14 days of being notified of the decision, in accordance with 57 § of the Universities of Applied Sciences Act.

B. Expiry of the Study Right and Temporary Reinstatement of Study Right

If a student has not completed their studies within the prescribed time (the normative duration of studies plus one additional year) and has not been granted discretionary additional time by the Rector upon student's application, the student will lose their study right.

A student who has commenced their studies **on or after 1 August 2015** may apply to Kajaani University of Applied Sciences for the right to be readmitted as a student without participating in the admissions process. A prerequisite is that no more than 60 ECTS credits remain to be completed for a Bachelor's degree or 30 ECTS credits for a Master's degree.

The study right is granted for a maximum of two semesters and, as a rule, from the beginning of the following semester. A study right reinstated in the middle of a semester will consume the entire semester.

A student granted a reinstated study right does not have the right to be absent and is not eligible to apply for discretionary additional time.

The decision on the temporary reinstatement of the study right is made by the Rector of the University of Applied Sciences.

A processing fee is charged for granting a temporary reinstatement of the study right in accordance with the regulation (A1440/2014).

A student who has previously studied 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 failure to register, expiry of the study right, or other reasons, and whose study right began **before 1 August 2015**, may apply for a study right at Kajaani University of Applied Sciences through a separate application published in the Studyinfo service for the purpose of completing their studies.

A student may request rectification of the decision from the Board of Kajaani University of Applied Sciences in writing within 14 days of being notified of the decision, in accordance of the Universities of Applied Sciences Act (A932/2014, 57–58 §). A decision issued in the rectification procedure may be appealed to the Administrative Court of Northern Finland within 14 days of notification.

16 § Discretionary Extension to Study Time

A student may apply for discretionary extension to study time if they are unable to complete their studies within the duration of their study right (the normative duration of studies plus one additional year). The application must be submitted using an electronic form while the study right is still valid.

Discretionary extension to study time is granted only for special reasons and for a maximum of one year. When making the decision, consideration is given to whether the student has realistic possibilities to complete their studies within the granted time. Discretionary extension to study time is granted only once and for no more than 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 is charged for handling the application for additional time (A1440/2014).

A student may request rectification of the decision from the Board of Kajaani University of Applied Sciences in writing within 14 days of being notified of the decision, in accordance of the Universities of Applied Sciences Act (A932/2014, 57 §). A decision issued in the rectification procedure may be appealed to the Administrative Court of Northern Finland within 14 days of notification.

17 § Cancellation and Reinstatement of Study Right in the fields of Social Services and Health Care and Sports

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);
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. (A932/2014, 33 §)

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. (A932/2014, 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. (A932/2014, 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.

4 STUDIES AT THE UNIVERSITY OF APPLIED SCIENCES

18 § Principles and Objectives of Universities 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. 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. Education provides knowledge in disciplines that support learning in professional practices;
3. 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 objective of studies leading to a University of Applied Sciences degree is that the graduate has: (A1129/2014)

- Extensive and in-depth knowledge, as well as the necessary theoretical knowledge, to work as a developer in demanding expert and managerial positions;
- The ability to monitor and promote the development of their professional field;
- The capacity for continuous professional development and lifelong learning;
- Sufficient communication and language skills for tasks in their field, as well as for international activities and cooperation.

The objective of studies leading to a Master's degree at a University of Applied Sciences is that the graduate has:

- Extensive and advanced knowledge, together with the necessary theoretical competence, to act as a developer of working life in demanding expert and managerial positions;
- A profound understanding of their professional field, its position in working life, and its societal significance, as well as the ability to monitor and analyse developments in research and professional practice in the field;
- The capacity for lifelong learning and the continuous development of professional competence;
- Good communication and language skills for tasks in their field, as well as for international activities and cooperation.

19 § Curriculum and Study Units (Courses)

Each degree programme has a valid curriculum on the basis of which teaching is organised. The curriculum of a programme is updated as necessary. The common principles guiding curricula and teaching at KAMK are reviewed and updated annually when required.

In the preparation of curricula, consideration is given to the National Qualifications Framework (NQF), competence-based national shared and programme-specific competences, as well as the European Credit Transfer and Accumulation System (ECTS). The student's annual workload is 1,600 hours, corresponding to 60 ECTS credits.

The curricula of degree programmes and specialisation studies specify, at a minimum, for each study unit: the EQF level, the level of studies (basic, professional, or advanced studies), learning outcomes, content description, assessment (grading scale and recognition of prior learning principles, RPL), language of instruction, and the scope of teaching and practical training in ECTS credits. Annual implementation plans are drawn up for study modules and study units (courses), describing the delivery and assessment in practice. More detailed provisions on study unit (course) descriptions and implementation plan descriptions are set out in separate guidelines.

The curricula of degree programmes leading to a Bachelor's degree and a Master's degree at a University of Applied Sciences, as well as those of specialisation studies and any amendments to them, are approved by the Rector of the University of Applied Sciences. Curricula are published by the end of June.

Studies and the related teaching are organised in the form of study units (courses). Study units (courses) may be compulsory, alternative, or elective. Modules and study units (courses) may be shared across several degree programmes. Study units and modules may also be completed through cross-institutional studies in cooperation networks with other higher education institutions.

Studies are scheduled in a manner that appropriately supports the development of professional competence. The student shall participate in teaching as required by the nature of the instruction. Any prerequisites for the acceptable completion of a study unit (course) are specified in the study unit (course) descriptions in the curriculum. At the beginning of a study unit, the teacher presents the implementation plan, including the content, teaching methods, modes of completion (and any alternative modes), assessment criteria and methods, attendance requirements, and feedback practices. Students' study planning is supported through academic 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 7 §).

21 § Language Proficiency

According to Section 7 of the Government Decree on Universities of Applied Sciences (1129/2014), a student must, either through studies included in a **University of Applied Sciences degree** or otherwise, demonstrate that they have achieved:

- 1) such proficiency in Finnish and Swedish as is required of personnel in public authorities under the Act on the Language Proficiency Requirements for Public Sector Personnel (A424/2003) for posi-

tions requiring a higher education degree in a bilingual area, and which is necessary for professional practice and career development; and

- 2) such written and oral proficiency in one or two foreign languages as is necessary for professional practice and career development.

The provisions in subsection 1 do not apply to a student who has received their school education in a language other than Finnish or Swedish, or to a student who has received their school education abroad. In such cases, the University of Applied Sciences determines the required language proficiency (A1129/2014, 7 §).

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

For special reasons, the University of Applied Sciences may partially or fully exempt a student from the language proficiency requirements referred to in subsection 1 (A1129/2014, 7 §). Exemptions are always considered on a case-by-case basis. An exemption granted by another higher education institution in language and communication studies is not transferable; the student must apply for the exemption separately.

At the beginning of their studies, the student must submit an electronic application for exemption along with a plan for substitute language and communication studies. Substitute studies must be agreed upon with a language and communication teacher. The teacher assesses the grounds for exemption based on the student's application and supporting documents. As a rule, a student with justified and verified grounds for exemption from language studies will be exempted from the relevant language studies.

An exemption on the basis of a reading or writing difficulty can generally be granted only if the student has a diagnosed severe reading or writing difficulty. A statement from a specialist physician (e.g. a neurologist), not older than five years, must be provided as evidence.

The decision on exemption from language studies is made by the Head of Education and Research under the delegation of authority from the Rector.

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

The student's demonstrated language proficiency is recorded in the degree certificate (A1129/2014, 7 §). When recording language proficiency, the provisions of Section 19 of the Government Decree on the Demonstration of Finnish and Swedish Language Proficiency in State Administration (481/2003) are taken into account.

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 programmes leading to a Master's degree at a University of Applied Sciences, the objective of advanced professional studies is to deepen professional competence as well as research and development expertise, enabling the student to work in more demanding expert and development roles within their own organisation or in the development of the field.

23 § Elective Studies

The objective of elective studies is to provide students with the opportunity to broaden, deepen, or diversify their competence within their own professional field or in a manner that supports the objectives of their degree.

The scope of elective studies is determined on a programme-specific basis in accordance with the curriculum. Studies may be completed within the student's own programme, in other programmes at the University of Applied Sciences, at another University of Applied Sciences, at a university, or at another educational institution or programme approved by the University of Applied Sciences.

Students may not complete elective studies that overlap in content with compulsory studies included in the degree or with studies that have already been recognised.

After a student has completed the required number of elective studies specified in the curriculum, they may enrol in additional elective study units only with the recommendation of a study counsellor or the approval of the Head of Education and Research.

Students may not complete additional elective studies if they still have compulsory studies required for the degree unfinished or if they have exceeded the normative duration of the degree. A student may include elective studies in their degree up to a maximum of 10 ECTS credits more than the amount specified in the curriculum of the degree.

24 § Recognition of Prior Learning and Credit Transfer

In accordance with the decision of the University of Applied Sciences, a student may, while completing a degree or specialisation studies, have studies completed at another higher education institution in Finland or abroad, or at another educational institution, credited towards their degree, and may substitute studies included in the degree or specialisation studies with other studies of an equivalent level.

In accordance with the decision of the University of Applied Sciences, a student may also have studies included in the degree or specialisation studies credited and substituted on the basis of prior learning demonstrated in other ways (A1173/2014, 37 §).

A. Credit Transfer

Credit transfer refers to the recognition of prior learning acquired through studies, practical training, work experience, hobbies, or, for example, civic participation, as part of a degree or a study unit (compulsory or elective studies).

A thesis may be credited if it has been completed at another higher education institution in a corresponding programme (transfer students). For students other than transfer students, the recognition of a previously or elsewhere completed thesis is assessed in relation to the learning outcomes and assessment criteria set for the thesis, in accordance with the thesis assessment procedures applied at the University of Applied Sciences. A thesis or development assignment included in a Master's degree at a University of Applied

Sciences cannot be credited.

Substitution refers to studies completed elsewhere that correspond in content and level, which may replace studies included in the curriculum of a degree programme.

Inclusion refers to the incorporation of studies completed elsewhere into the degree (e.g. elective studies). Competence acquired in other ways must be demonstrated, i.e. identified and recognised (Recognition of Prior Learning, RPL).

The basis for credit transfer, substitution, and inclusion is that the completed studies support the student's degree studies and that the learning outcomes set for the competence are achieved.

B. Recognition of Prior Learning

Students have the right to demonstrate competence acquired elsewhere. The student initiates the process of recognition of prior learning. Prior learning is assessed and recognised by the teacher responsible for the study unit (course), the Head of Education and Research, or another person designated for the task. The same assessment criteria and, as a rule, the same grading scale are applied as in the corresponding study unit (course) or module.

Students have the right to apply for recognition of prior learning regardless of where, how, or when the competence has been acquired. Students may also apply for the recognition of competence acquired through work as part of their degree (work-based learning / work-based study integration). The recognised competence must correspond to the learning outcomes defined in the curriculum. The student is responsible for demonstrating their competence, providing evidence, and submitting sufficient documentation.

Recognition of prior learning should primarily be applied for at the beginning of studies in order to support the smooth progress of studies. However, students have the right to apply for recognition of prior learning throughout their studies.

Expiry of Studies

Studies completed at Universities of Applied Sciences and universities are recognised either as such or, where appropriate, in an adapted form. The validity of previously completed studies is assessed in relation to the learning outcomes specified in the curriculum. Studies completed more than 10 years earlier cannot be recognised as such if the competence requirements of working life have changed significantly. Competence deemed outdated may be required to be supplemented by demonstrating competence (Recognition of Prior Learning procedure).

25 § Practical Training

The objective of practical training is to familiarise students, in a guided manner, with key practical work tasks relevant to their professional studies and to support the application of knowledge and skills in working life. Practical training is organised as study units (course) related to the degree programme, for which the objectives, scope, content, and mode of completion are defined in the curriculum. Practical training is supervised by designated persons from both the placement organisation and the University of Applied Sciences. Master's degree programmes at Universities of Applied Sciences do not include practical training.

If practical training is carried out in tasks involving work with minors or in other duties that, under legislation, require verification of a criminal record, the student must present a criminal record extract before the start of the training. The verification of the criminal record is subject to the Act on Checking the Criminal Background of Persons Working with Children (504/2002) and other applicable legislation. The University of Applied Sciences ensures that the processing of criminal record information complies with data protection and privacy regulations.

26 § Thesis and Maturity Test

In degree programmes leading to a Bachelor's degree at a University of Applied Sciences, the objective of the thesis is to develop and demonstrate the student's ability to apply their knowledge and skills in practical expert tasks related to their professional studies.

In degree programmes leading to a Master's degree at a University of Applied Sciences, the objective of the thesis is for the student to master demanding development work in their field, to base their solutions on research-based and practice-oriented knowledge, and to demonstrate independent, analytical, and innovative expert competence.

As a rule, the thesis is based on the needs of working life. It may also be part of a larger project. The thesis can be carried out in cooperation between students from different fields of education. The University of Applied Sciences approves the topic and appoints a supervisor for the thesis. The thesis is written in Finnish or English.

The thesis always includes a written report, which the student must, after evaluation and before submitting the application for the degree certificate, save with author information in the Theseus online repository. The student publishes the thesis in the Theseus online library in either a public or a restricted-access collection. The student always has the right to decide whether to publish the thesis in a public collection. The thesis is a public document, and the University of Applied Sciences must, upon request, provide access to it even if it has been stored in a restricted-access collection (Act on the Openness of Government Activities 621/1999).

For a Bachelor's degree at a University of Applied Sciences, the student must complete a maturity test related to the field of their thesis, demonstrating familiarity with the field and proficiency in the Finnish language (A1129/2014). The language of the maturity test is assessed by a teacher of Finnish and communication. The content of the maturity test is approved by the thesis supervisor. If a student is not required to demonstrate the language proficiency referred to in Section 7(1) of the Decree—that is, if they have received their school education in a language other than Finnish or Swedish or abroad—the student must complete the maturity test in the language of instruction of the programme (Finnish or English). The Head of Education and Research decides on the language of the maturity test (Finnish or English) in cases where the student is not required to demonstrate the language proficiency referred to in Section 7(1) of the Decree (A1129/2014). An English-language maturity test is assessed by a teacher of English.

27 § Assessment

Assessment is based on the intended learning outcomes and assessment criteria of the course or study module. The curriculum describes the assessment criteria for each course, and the teacher reviews these criteria with the students at the beginning of the course implementation.

The achievement of the objectives of the study modules is assessed through oral and/or written exams, learning assignments, or other assessment methods. The final dates for completing and submitting examinations, learning assignments, reports related to practical training, and other performances are specified on a course-specific basis.

The grading scale used is Excellent (5), Good (4–3), Satisfactory (2–1) and Fail (0), or Pass/Fail. As a general principle, for descriptive (verbal) assessment the threshold for a pass is 70% of the tasks completed correctly, whereas in numerical assessment it is 50%. If a student has not participated in the course instruction or submitted any assessed assignments, no entry will be made in the study register.

Courses that include an examination provide three exam opportunities (the initial examination and two retakes) with identical requirements, scheduled and announced by the teacher. If a student does not attend an examination, the assessment is recorded as E (did not attend the examination). In examinations involving medication calculations, the number of retake attempts is not limited, and only a pass grade is recorded in the study register. Examination dates are announced in the study guide as part of the course implementation plan. If a student is unable to attend a retake examination due to a practical training period or student exchange, the examination date must be agreed with the teacher.

Grades or completion marks for accredited course units completed at another institution at a corresponding level and with equivalent content are transferred as awarded by the other institution. The original institution of completion is recorded in the study register. Similarly, studies completed abroad, as well as studies completed at other higher education institutions or educational institutions, are recorded in the study register with their grades and dates of completion, provided that the grading scale used has been the same. Otherwise, the letter H (Pass) is used. If the recognition of prior learning requires supplementary performances, the entire course unit is assessed on a Pass/Fail scale or using numerical grading. Competence acquired in other ways and demonstrated through recognition and validation of prior learning (RPL / AHOT procedure) is assessed using Pass/Fail scale or numerical grading.

Assignments submitted for assessment within the given schedule and successfully completed are recorded in the study register no later than four working weeks after the examination or the final deadline for other assignments. The teacher who conducted the assessment records the completion in the study register. The date of assessment is recorded as the date of completion or the submission date of an assignment, report, or equivalent. At the turn of the semester / for summer studies, the assessment date is recorded no later than the last day of the semester (31 July or 31 December). 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 (corresponding to grades 1–3) and good (corresponding to grades 4–5). Oral and written skills in the second national 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 (the transcript of records).

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 § Procedure for Rectification of Assessment

A student who is dissatisfied with the assessment of their study attainment or with the recognition of prior learning based on other demonstrated competence may request a rectification either orally or in writing from the teacher who carried out the assessment or from the person who made the decision on the recognition. A request for rectification concerning the grading of a study attainment must be submitted within 14 days from the time the student has had the opportunity to receive the assessment results and the information on how the assessment criteria have been applied in their case. A request for rectification concerning the recognition of prior learning must be submitted within 14 days of being informed of the decision (A932/2014, 57§). Requests for rectification related to assessment or recognition of prior learning must be made during the period of validity of the right to study.

If the student is dissatisfied with the decision on the rectification request, they may further appeal to the Degree Committee of the university of applied sciences within 14 days of being informed of the decision (A932/2014, 57§). The decision of the Degree Committee is final and cannot be appealed against (A932/2014, 60 §).

29 § Completion of the Degree

A student is considered to have completed a University of Applied Sciences degree:

- when they have participated in the instruction and practical training included in the education and have completed the thesis in accordance with the curriculum; and
- when they have completed the courses required by the approved curriculum for the specific programme of study and thereby demonstrated that they have achieved the competences defined earlier in these degree regulations; and
- when they have completed a written maturity test demonstrating familiarity with the field as well as proficiency in 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 per-

formance and other information to be included in the certificate. The graduation process also includes responding to the Ministry of Education and Culture's Feedback questionnaire for University of Applied Sciences graduands (AVOP).

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

A separate electronically signed certificate is issued for specialisation studies. For studies completed at the Open University of Applied Sciences, a transcript of records is provided upon request.

5 MISCELLANEOUS PROVISIONS

31 § Individual Arrangements

If a student requires individual arrangements for completing courses, the guidelines of Kajaani University of Applied Sciences regarding special arrangements for course completion are followed. A special education teacher provides a statement on the student's need for individual study arrangements.

32 § Safety, Order, and Disciplinary Measures

Opiskelijalla on oikeus turvalliseen opiskeluympäristöön. Ammattikorkeakoululla on erilliset turvallisuusohjeet, riskianalyysiin pohjautuvat turvallisuusasiakirjat sekä toimintaohjeet henkisiin uhka- ja vaaratilanteisiin.

A Student has the right to a safe learning environment. The University of Applied Sciences has separate safety guidelines, risk analysis-based safety documents, and procedures for responding to psychological threats and hazardous situations.

A student may be issued a written warning if they:

- 1) disturb teaching
- 2) behave violently or in a threatening manner
- 3) act dishonestly or otherwise violate the rules and regulations of the University of Applied Sciences
- 4) refuse to present a certificate concerning a drug test, or
- 5) based on a drug test report, have used narcotics for non-medical purposes in a way that impairs their functional capacity (A932/2014 38 §)

If the act or neglect is serious, or if the student continues inappropriate behaviour after receiving a written warning, they may be suspended for a fixed period of time, for a maximum of one year. The Rector of the University of Applied Sciences decides on issuing a written warning, and the Board decides on a fixed-term suspension upon the Rector's proposal.

A student who disturbs teaching, behaves violently or threateningly, or endangers the life or health of others may be ordered to leave the teaching space or an event organised by the University of Applied Sciences. Participation in teaching may be denied for a maximum of three (3) working days (A932/2014, 38 §). The decision is made by the Rector.

The University of Applied Sciences may require a student to present a drug test certificate. The University of Applied Sciences is responsible for the costs of the certificate (Universities of Applied Sciences A932/2014, 36§). Instructions concerning drug testing are included in the institution's guidelines related to 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.

33 § Academic Misconduct

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." All inappropriate conduct in studies is prohibited.

Academic misconduct (cheating) in examinations, demonstrations of competence, independent assignments, and theses (such as plagiarism, fabrication, falsification) will result in the failure of the study performance or the entire course. A course that failed due to misconduct must be retaken in full. In addition to failing the study attainment or course unit, misconduct may also lead to disciplinary measures, such as a written warning or fixed-term suspension from the University of Applied Sciences. The student will always be heard (in writing) before a decision is made. The Rector of the University of Applied Sciences decides on issuing a written warning (A932/2014, 39 §).

The misconduct procedure and the hearing process are described in more detail in separate guidelines.

34 § Application of the Degree Regulations

If the provisions of these degree regulations must be interpreted at discretion, general principles of legal protection shall be observed. Before decisions are made, all parties shall be adequately heard, and decisions shall be based on approved regulations and be publicly available.

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.)
 - o Paramedic Nurse
 - o Registered Nurse
 - o Social Services and Health Care
 - o 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 **can 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.)
 - o Paramedic Nurse
 - o Registered Nurse
 - o Social Services and Health Care
 - o Public Health Nurse
- Master of Sports Studies (M.A.)
- Master of Hospitality Management (M.A.)