

DEGREE REGULATIONS

These degree regulations were approved by the board of Lapland University of Applied Sciences on 11.9.2015. These regulations are effective as of 11.9.2015 until further notice and replace the 18.1.2015 approved version.

Content

1. Regulations governing operation of the University of Applied Sciences	3
2. Educational task of Lapland University of Applied Sciences	3
2.1 Fields of study and degrees	4
2.2 Planning of education	4
3. Acceptance of students and the right to study.....	4
3.1 Starting places and student selection principles	4
3.2. Student selection.....	5
3.3. Registering as a student	5
3.4. Right to study.....	6
4. Studying at Lapland University of Applied Sciences.....	8
4.1 Study guidance.....	8
4.2 Participation in studies and completing the course.....	8
4.3. Assessment and recording of study performance	9
4.4 Recognition and acknowledgement of prior learning	9
4.5 Rectification of assessment of study performance and decisions on recognition of prior learning.....	10
4.6 Language skill requirements	11
4.7. Practical training.....	11
4.8 Thesis.....	11
4.9 Maturity test.....	12
4.10 Free-choice electives	12
4.11 Disciplinary procedures.....	12
5. Graduation and certificates	13
5.1 Degree certificates	13
5.2 Certificates for other completed education.....	13

1. Regulations governing operation of the University of Applied Sciences

Lapland University of Applied Sciences Ltd is a limited company of a university of applied sciences as referred to in Section 5 of the Polytechnics Act (932/2014). The university of applied sciences fulfils the mission laid down in Section 4 of the Polytechnics Act within the framework of the operating licence issued by the Government.

The university of applied sciences has the freedom of education and research laid down in Section 9 of the Polytechnics Act in carrying out the mission referred to in Section 4 the Act.

For its operations, the university of applied sciences may own and control immoveable property, stocks and bonds, and accept grants and donations. The purpose of operations of the university of applied sciences company is not profit, and it does not pay dividends to shareholders. (Polytechnics Act 932/2014, Section 5; Articles of Association of Lapland University of Applied Sciences Ltd, §2)

Lapland University of Applied Sciences' operation is specified in the following regulations:

Lapland University of Applied Sciences Ltd

- Administrative regulations (decided by the board of the organisation)

Lapland University of Applied Sciences

- Internal administrative regulations (decided by the board of the university of applied sciences)
- **Degree regulations (decided by the board of the university of applied sciences)**
- Operational regulations (decided by the rector)
- (Note the limitations for the first academic year.)

The internal administrative regulations define the organisation's operation and administration. The internal administrative regulations define the tasks of the board and the rector of the university of applied sciences, selection of the board of the university of applied sciences and meeting procedures. **The degree regulations of the university of applied sciences contain provisions and instructions related to university of applied sciences studies that expand on relevant legislation.** The operational regulations define the internal organisation and management of the university of applied sciences within the framework of the internal administrative regulations.

These regulations are based on the UAS Act (932/2014) and a supplementary statute (1129/2014), the Companies Act (624/2006), the Act on Funding of Education and Culture (1705/2009) and Lapland University of Applied Sciences Ltd's articles of association.

2. Educational task of Lapland University of Applied Sciences

A university of applied sciences (UAS) has three statutory tasks: education, research and development and regional development. Lapland University of Applied Sciences arranges higher education studies leading to Bachelor's and Master's degrees, professional specialisation studies, open UAS studies and other supplementary education, and also conducts research, development and innovation activities that serve UAS education and support working life.

The official language of instruction at a UAS is Finnish (932/2014 §8). Studies may also include study units in a foreign language. The language of instruction in foreign-language education is English.

2.1 Fields of study and degrees

Lapland University of Applied Sciences provides UAS education in the following fields:

1. Culture
2. Natural resources and the environment
3. Tourism, catering and domestic services
4. Social services, health and sports
5. Technology, communication and transport
6. Social sciences, business and administration

The degree programmes offered by Lapland University of Applied Sciences are listed in the appendix.

2.2 Planning of education

The UAS Statute (1129/2014, §2-5) prescribes the general objectives and general structure of studies leading to a degree. The policies and areas of development that apply to Lapland University of Applied Sciences' education activity are specified in the education development programme. Curricula are compiled on the basis of acts and statutes that regulate UAS operation, the UAS's strategic choices, the needs of working life and its development, students' readiness to learn and available resources. The compilation of curricula is steered by guidelines on the principles of compiling curricula. These guidelines are decided by the rector of the UAS. The curricula form the basis for yearly plans for implementing education. The director of each school, and the Head of Master's Degree Programmes for master's degree studies, are responsible for the planning, implementation and development of studies in his/her own field(s).

The rector decides on the general principles according to which the curricula are developed and renewed. The vice-rector ratifies the curricula for degree education, specialisation studies and other education.

The academic year of the university of applied sciences starts on 1 August and ends on 31 July. The autumn term starts on 1 August and ends on 31 December. The spring term starts on 1 January and ends on 31 July. Education is provided during the periods decreed by the university of applied sciences (932/2014, §29).

The Vice Rector decides the sectioning of the academic year and teaching times on an annual basis.

3. Acceptance of students and the right to study

3.1 Starting places and student selection principles

Each year the UAS decides the number of students to be admitted (932/2014, §18). The number of students and the objectives of the programmes in each field are specified in an agreement between Lapland University of Applied Sciences and the Ministry of Education and Culture. Based on this agreement, each year the rector of the UAS decides how starting places are distributed as well as the principles used for student selection. The principles used for student selection are based on nationwide field-specific recommendations, which are specified in more detail as needed.

3.2. Student selection

Student selection and acceptance of a study place comply with the statutes of the UAS Act (932/2014, §25-28). The Head of Master's Degree Programmes decides on student selection for Master's degree studies. The director of each school decides on student selection in education leading to a Bachelor's degree as well as in specialisation studies.

Students from the open university of applied sciences path applying to become degree students must have completed at least 60 credits of studies that are suitable for the degree programme in question and, for master's degree programmes, 10 credits of 60-credit programmes and 15 credits of 90-credit programmes. During the path studies, their suitability and eligibility for the degree programme are verified.

Student selection for the common free-choice studies of the university of applied sciences is decided by the Director of Education Development. Student selection for the open university of applied sciences is the responsibility of the Head of Master's Degree Programmes for master's degree studies and, in other cases, the responsibility of the coordinator of the degree programme.

The university of applied sciences accepts transfer students. The admission of transfer students for training leading to a master's degree is decided by the Head of Master's Degree Programmes; respectively, the admission of transfer students for training leading to a basic vocational qualification is decided by the Director of the School. Before a decision is made, it must be ensured that the transfer student has the sufficient skills and preconditions for studying at Lapland UAS.

When a transfer student accepts a new study entitlement, he/she loses the study entitlement that served as the basis of the transfer (932/2014, §32).

3.3. Registering as a student

The procedures of registering as a UAS student and losing the right to study comply with the statutes of the UAS Act (932/2014, §28, §29 and §32).

Education leading to a degree

A person who has been selected as a student and has confirmed that he/she accepts the study place must enrol at the university of applied sciences according to the procedure specified by the university of applied sciences, after which he/she will be recorded as a student. A student must enrol for attendance/non-attendance according to the procedure specified by the university of applied sciences every academic year (932/2014, §29).

A student starting his/her studies must enrol for attendance/non-attendance when accepting the study place.

After accepting a study place, students may only enrol as non-attending if, during their first year at Lapland UAS, they will:

- 1) complete a service in accordance with the Conscription Act (1438/2007), Non-Military Service Act (1446/2007) or the Act on Women's Voluntary Military Service (194/1995)

Document: Conscription card (Finnish only), which proves that the student's military service will take place during the academic year.

- 2) be on maternity, paternity or parental leave

Documents: Kela certificate of maternity, paternity or parental allowance period or, if it is too early for the certificate, a medical certificate of the pregnancy. Paternity leave can be proved with a Kela certificate of paternity leave or, if the baby has not been born yet, a medical certificate of the partner's pregnancy. Equivalent certificates from the authorities of other countries regarding statutory parental leave are also accepted.

- 3) be unable to start his/her studies due to an illness or injury.

Documents: Sickness allowance decision or, if such decision has not been issued, a medical certificate. The medical certificate must indicate the nature of the illness or disability and that it prevents the student from starting his/her studies.

A sufficient account regarding the obstacles caused by the practical arrangements required by the illness or disability, such as a student housing foundation certificate that the student is in queue for a special flat required by his/her disability. The student's own statement is not sufficient. The account must also indicate how the matter will be arranged. A disability is a permanent state; invoking a disability alone is not sufficient. The student must invoke another temporary reason related to the disability.

Continuing students must register via the WinhaWille student interface during a separately specified registration period. Students register for one academic year at a time. However, if a student's right to study ends in December, he/she registers only for the autumn semester.

Registration status may be changed during the academic year for a specific reason by submitting a separate application. (Note the limitations for the first academic year.) Changes are approved by the director of the respective school or by the Head of Master's Degree Programmes. Such specific reasons may be significant changes in the student's life, such as the student's or his/her family member's serious illness, maternity or paternity leave, or military or civil service. A written statement concerning the matter, issued by a relevant official, must always be submitted with the application. The new registration status becomes effective on the first day of the month following submission of the application and ends at the end of the on-going academic year.

Students may register as non-attending for a maximum of two academic years during the duration of their studies. A non-attending student may not participate in classes or exams, complete practical training as a part of studies or receive guidance in a thesis project.

Specialisation studies

New students must register as a student approved for the specialisation studies in question no later than the beginning of the studies. Upon registering, students agree to pay the semester fee for specialisation studies.

Open UAS

Registration takes place according to separate instructions.

3.4. Right to study

Students' rights issues comply with the statutes of the UAS Act (932/2014, §30-36).

Education leading to a degree

According to the Government Decree on Polytechnics (1129/2014, §3), the basis for scaling studies is credit. Courses are judged to be worth a number of credits depending on the amount of work required. The average work required to complete the studies of one academic year, 1,600 hours, corresponds to 60 credits. The scope of bachelor's degree programmes is 180, 210, 240 or 270 credits. The scope of master's degree programmes is 60 or 90 credits.

Degree programmes are organised in a way that enables a full-time student to complete the studies within the specified period (932/2014, §14).

Study entitlement is granted for a period of time that corresponds with the scope of the degree and one year immediately afterwards (932/2014, §30). The study period of those who are not full-time students (in bachelor's degree programmes) follows their personal study plan.

An absence due to the completion of a service in accordance with the Conscription Act, Non-Military Service Act or the Act on Women's Voluntary Military Service or maternity, paternity or parental leave shall not be counted in the study completion time. Any other absences of up to two terms for which the student enrolls as non-attending according to §29, shall also not be counted in the study completion time (932/2014, §30).

In order to retain study entitlement, students must enrol for attendance/non-attendance every academic year.

Students without study entitlement cannot attend courses, take exams, complete practical training connected to studies or receive thesis guidance. Without study entitlement, a student cannot be awarded a degree.

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Upon application, the university of applied sciences grants students who are unable to complete their studies within the time enacted in Section 30 extensions to complete their studies if they submit a goal-oriented and feasible plan for completing their studies. In the plan, the student must itemise the studies to be completed and a schedule for completing the degree.

The study entitlement is extended if, considering the number and scope of the student's valid and missing study attainments and previous decisions regarding the granting of extensions, it is possible for the student to complete his/her studies within a reasonable time. The university of applied sciences must consider the student's life situation when granting extensions (932/2014, §30a). The extension of study entitlements in training leading to a master's degree is decided by the Head of Master's Degree Programmes and, in training leading to a basic vocational qualification, by the Programme Coordinator.

The length of the extension is based on the remaining full-time studies. The application must be submitted before the end of the study entitlement.

Students who fail to enrol in accordance with Section 29 or fail to complete their studies within the time prescribed in Section 30 or within the extension laid down in §30a, or who are not granted extensions for completing their studies, lose their study entitlement. If such students want to start or continue their studies later on, they must apply to the university of applied sciences for the right to be readmitted as a student. An application may be submitted without participating in the student selection referred to in Section 28 of the Polytechnics Act (932/2014, §32). The restoration of study entitlement for training leading to a master's degree is decided by the Head of Master's Degree Programmes, and the restoration of study entitlement for training leading to a basic vocational qualification is decided by the Director of the School. The university of applied sciences has detailed instructions for enrolling as a student.

When a transfer student accepts a new study entitlement, he/she loses the study entitlement that served as the basis of the transfer (932/2014, §32).

In addition to the above, special attention must be paid to §33 of the Polytechnics Act (932/2014), which enables the cancellation of study entitlement if the studies involve requirements connected to the safety of minors, patient or client safety or traffic safety.

Specialisation studies

Specialisation training must be completed within the time specified for the specialisation training. If a student in specialisation training lacks a minor number of study attainments on the last day of studies, the programme coordinator may grant the student an extension for completing his/her studies. The application must be submitted before the end of the confirmed completion time. Completing studies during an extension is subject to a possible term fee for the specialisation training.

The UAS provides detailed guidelines concerning the right to study.

4. Studying at Lapland University of Applied Sciences

4.1 Study guidance

Study guidance at Lapland University of Applied Sciences is based on the UAS's separate guidance plan / guidance and well-being plan. Every student has the right to receive guidance throughout his/her studies. All student groups have a study counsellor who provides guidance to the students in the group. Study counsellors are responsible for the guidance plan and implement and develop guidance in collaboration with teachers, other staff members and student tutors.

4.2 Participation in studies and completing the course

Only a student who has enrolled as a student at Lapland University of Applied Sciences and has enrolled for attendance in the term in question are entitled to complete degree studies, participate in instruction and practical training and have grades recorded. The student must enrol through the SoleOps system (SoleOps) of the university of applied sciences for each course that he/she plans to attend and complete. Course enrolment is only possible during the enrolment periods. Students are informed separately of any special enrolments. Students have the right to remove their course enrolments (SoleOps) during the enrolment period.

Enrolment is binding. If a student fails to participate in studies he/she enrolled for, they will be graded "fail". After the enrolment period, enrolments can only be cancelled for a good reason and before the start of the studies.

During the first meeting of the course, the learning objectives and content of the course, alternative completion methods and criteria for assessment are reviewed, the assessment date(s) (immediate completion) and the deadlines for assignments are set, and the end date of the course is announced. Work cannot be turned in after the end date.

A course or course component is completed during a single academic year. However, a course or course component that starts in the spring term can be completed by the end of the following autumn term. If a course is not completed, the student must redo the course according to the current requirements.

Students give course-specific feedback in the SoleOps system.

4.3. Assessment and recording of study performance

Assessment of students' learning and competence is based on assessment criteria contained in study unit curricula. They specify the criteria for excellent, good and satisfactory competence at the general level. These assessment criteria are specified in more detail in study unit implementation plans. Assessments during the various phases of study must comprise a logical entity supporting the achievement of competence which is the goal of the education. The assessment principles, procedures and criteria are based on the competence objectives of the study unit in question.

Study performance is assessed on a scale of excellent (5), good (3–4), satisfactory (1–2) or failed (0), or in exceptional cases, on a scale of passed (P) – failed (0). Rounding grades to the closest whole number is done according to the normal rules for rounding; for example, if the average of the grades for course sections is 2.5, the overall grade is Good (3).

Resitting or improving the grade of an assignment connected to the assessment of a course or part thereof

A study unit in a degree programme may be completed three times with the same degree requirements on exam days specified by the teachers. Of these three exams, the first is considered as completion of the study unit and the other two are repeats. Thereafter the study unit may have to be completed with modified requirements. The number of repeated exams is not limited. If requested, students must show identification when participating in an exam or other assessment.

Improving a course grade

A passing grade may be raised once during the time equal to the scope of the degree programme.

A student has a right to be informed of the assessment criteria applied to his/her study attainment (932/2014, §37). He/she must be provided with an opportunity to analyse his/her graded written or otherwise recorded study attainment. Written or otherwise recorded study attainments must be kept for a minimum of six months after the publication of the results. Diploma works are kept permanently.

It is not possible to improve the grade of a thesis that has been submitted for review.

Approved study attainments cannot be removed from the transcript of records.

Teachers must assess and record study performance in the Winha record of credits as soon as possible, however no later than one month (1 mo.) from the exam day or other assessment (e.g., submission of a learning assignment). Teachers' free periods extend the deadline a corresponding amount of time. The same schedule applies to practical training and thesis projects. The assessment date of a credit entered in the record of credits is the date of the exam or submission of an assignment, report or equivalent. If completion of studies requires submission of assignments or reports in addition to an exam, they must be submitted no later than one month (1 mo.) from the end of the study unit or training period. Excerpts from the record of credits can be obtained from the study affairs office.

Approved study attainments cannot be removed from the transcript of records.

Theses are archived permanently. Other study performances are archived at least six months.

4.4 Recognition and acknowledgement of prior learning

In the process of completing a degree, a student can, according to the decision of the university of applied sciences, have studies he/she has completed at another educational institution in Finland or abroad recognised, and replace studies that are part of the degree with other similar studies. A student can, according to the decision of the university of applied sciences, also have competence that is demonstrated in other ways recognised and replace studies that are part of the degree with

competence demonstrated in other ways (932/2014, §37). The procedure is called accreditation or credit transfer.

Accreditation of studies is possible in three primary ways: replacement, inclusion and acknowledgement and recognition of prior learning. Replacement refers to the replacement studies in the curriculum with studies with similar contents completed elsewhere at the university of applied sciences level. Inclusion refers to including higher education studies completed elsewhere as part the degree, usually as elective or free-choice studies. Recognition of prior learning means that the student strives to understand the learning he/she has acquired and analyse it in the context of the learning objectives of the course/competence area so that he/she can describe and demonstrate his/her competence. Acknowledgement of prior learning means giving official approval to the learning the student has acquired.

A student has the right to apply for accreditation but no obligation to do so. A student can apply for credit transfer for studies completed elsewhere at the university of applied sciences level (Finnish Online University of Applied Sciences, Open University of Applied Sciences or other institute of higher education) or competence acquired in another way (such as work experience). Students can also apply for the accreditation of 5–10 credits for leadership and instructor training acquired in military service. Studies that are included in the education required for entrance eligibility cannot be accredited as part of the degree. It is not possible to accredit an entire degree.

Accreditation for a thesis completed previously or elsewhere is assessed in the context of the learning objectives and assessment criteria set for the thesis and according to the thesis assessment procedure of the university of applied sciences.

The coordinator of the degree programme and, for master's degree studies, the Head of Master's Degree Programmes, make the decisions on accreditation based on the student's application. The decision on any accreditation must be made as soon as possible; however, no later than one (1) month after the submission of the application. The accreditation procedures are described in separate guidelines.

The same grading scale is used for replaced studies as is used for corresponding courses at Lapland University of Applied Sciences. If the grading scale of a compensatory study attainment deviates from the 5–1 scale, the grade must be adapted to this scale. If a course to be incorporated has been assessed using the 5–1 scale, a corresponding scale is to be used in the accreditation process. Otherwise, the studies included will be assessed with the grades Pass (H) and Fail (0).

Lapland University of Applied Sciences has a co-operation agreement with the Lapland Sports Academy. The co-operation is aimed at ensuring that students of the sports academy have the opportunity to combine studies at a university of applied sciences and a top/competitive sports career. Students can include participation in the coached training organised by the sports academy as part of their studies.

4.5 Rectification of assessment of study performance and decisions on recognition of prior learning

Rectification of study performance is regulated in the UAS Act (932/2014, §57 and §60).

A student dissatisfied with assessment of study performance or a decision on recognition of prior learning may submit an oral or written petition for rectification to the teacher who performed the assessment or made the decision. The petition must be submitted within 14 days after the student has received knowledge of the result of assessment and how the assessment criteria have been applied in his/her case.

A student dissatisfied with the teacher's decision may submit a written petition for rectification to the UAS's board of examiners within 14 days after receiving knowledge of the decision.

4.6 Language skill requirements

The language skill requirements of Bachelor's and Master's degree programmes are stipulated in the UAS Statute (1129/2014, §7). Degrees can be replaced with certain studies. The replacement of language degrees with studies is laid down in the Government Decree on the Demonstration of Proficiency in the Finnish and Swedish Languages in Civil Service (481/2003 §15–18).

Decisions on partial or full exemption from the language skills requirements stipulated in the Decree are made by the Vice Rector at the proposal of the coordinator of the degree programme/Head of Master's Degree Programmes.

4.7. Practical training

The objective of practical training connected to a UAS degree programme is to familiarise students with practical work under guidance, especially the primary tasks related to their professional studies, and application of knowledge and skills in working life. A written agreement concerning practical training periods is always compiled before practical training begins. The objectives, scope, content, implementation and assessment of practical training are specified in detail for each area of education. Nevertheless, practical training in a Bachelor's degree programme comprises at least 30 credits. Common practices in practical training are described in separate practical training guidelines.

4.8 Thesis

The goal of a Bachelor's thesis is to develop and illustrate the student's readiness to apply his/her knowledge and skills in practical specialist's tasks related to his/her professional studies. The goal of a Master's thesis is to develop and illustrate the student's ability to apply research knowledge and use selected methods to identify and solve problems in working life and readiness to independently do demanding specialist's work.

The thesis must be related to the main content of the education and the professional practices of the field. It may also consist of a single- or multi-field project or research conducted as group work, in which case it must nevertheless be possible to indicate each student's independent contribution to the thesis project. The thesis must illustrate familiarity with the topic area of the thesis project and a command of the necessary research methods and professional communication. The scope of a Bachelor's thesis is 15 credits and the scope of a Master's thesis is 30 credits. The thesis is assessed on a scale of 5–1, using the UAS's common assessment principles and assessment form.

The thesis is compiled in the language of the education, unless for a specific reason the director of the school decides otherwise based on a student's application. The thesis must include a summary written in a foreign language taught at Lapland University of Applied Sciences.

Theses are public documents and their appendices may be comprised of public or non-public documents related to the thesis project. The existence of appendix material must be stated in the public part of the thesis. Assessment of the thesis takes into account only the public part of the thesis. Practices related to UAS theses are described in detail in separate thesis guidelines.

4.9 Maturity test

Based on statute (1129/2014, §8), students must take a written maturity test for their degree. The maturity test is a supervised test written in Finnish or Swedish which illustrates skill in using the language and familiarity with the topic entity examined in the thesis. The maturity test is completed after the thesis has been submitted for approval to the supervisor of the thesis project. Completion of the maturity test is marked in the student's record of credits.

The topic of the maturity test is given by the supervisor of the thesis project. The maturity test is not given a grade; it is assessed on a passed/failed scale. If the student has been educated abroad or in a language other than Finnish or if the student has been given permission to complete the thesis project in a language other than the language of the education, coordinator of the degree programme or the Head of Master's degree Programmes decides the language of the maturity test.

4.10 Free-choice electives

The curricula of education leading to a UAS degree include free-choice electives. Each student may choose free-choice electives based on his/her own competence objectives in accordance with his/her individual study plan (ISP). Studies offered by the UAS and HEI-level studies offered elsewhere, which meaningfully supplement the degree programme and professional growth and are completed in connection with the degree programme, are primarily approved as free-choice electives.

The scope of free-choice electives in a Master's degree programme is specified in the curriculum and their content is defined in the ISP.

4.11 Disciplinary procedures

Disciplinary procedures connected to a student comply with the UAS Act (932/2014, §38) and supplementary guidelines provided by Lapland University of Applied Sciences. The student must be given an opportunity to be heard before a decision concerning disciplinary procedures is made. The rector of the UAS decides whether or not to give the student a warning and the board of the UAS decides whether or not to suspend the student for a specified period of time.

Drug testing complies with the UAS Act (932/2014, §36).

Separate guidelines are provided for exams and assessment situations. If a student cheats on an exam or in some other assessment situation, the supervisor may immediately remove the student from the situation and the student's performance will be graded as failed. Study performance will also be graded as failed if the student's cheating or plagiarising is noticed after an exam, thesis, practical assignment or report has been turned in. Cheating or plagiarising may also result in other disciplinary procedures on the basis of the UAS Act and Statute.

A student who disturbs teaching or acts violently or threateningly or endangers the life of another student may be required to leave the room where teaching is taking place or the place where an event is being arranged by the UAS. Supplementary guidelines are provided in a security guide and operational security guidelines.

5. Graduation and certificates

The completion of a bachelor's degree, master's degree and specialisation training is based on the achievement of the learning objectives of the confirmed curriculum/personal learning plan.

5.1 Degree certificates

For a bachelor's degree or master's degree to be awarded, all study attainments must be marked in the transcript of records.

Before submitting a degree application, graduating students have a feedback/graduation discussion with their Teacher Tutor. In the discussion, the student and Teacher Tutor check that the necessary study attainments have been completed and marked in the transcript of records. After this, the student fills in the degree application form and takes the AVOP/Opala survey.

Degree certificates are signed by the Rector of the university of applied sciences, and the transcript of records appended to the degree certificate is signed by the Student Services Secretary. The graduation date is the date on which the Rector signs the diploma. A Diploma Supplement intended for international use and a transcript of records in English, as specified in the Decree, are automatically given with the degree certificate free of charge to the student. For degrees completed in languages other than Finnish or Swedish, a degree certificate in Finnish or Swedish is also provided and, in addition to the qualification title in Finnish or Swedish, a qualification title in English is provided in accordance with the Decree.

Graduating students receive their diplomas within approximately three weeks of submitting the degree application.

5.2 Certificates for other completed education

To receive a certificate for completed specialisation studies, all completed studies must have been entered in the record of credits. The Director of the School signs specialisation training certificates, and the extract of the academic records appended to the diploma is signed by the Student Services Secretary.

Certificates for other supplementary education are signed by the director of the school.