

DEGREE REGULATIONS

These degree regulations were approved by the board of Lapland University of Applied Sciences on 18 December 2018 They will be effective as of 1 January 2019 until further notice and replace degree regulations approved on 26 October 2017.

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1. Regulations governing the operations of the University of Applied Sciences

Regulations governing the operations of the University of Applied Sciences are based on the Universities of Applied Sciences Act (932/2014) with its subsequent amendments and the supplementary Government Decree (1129/2014) with its subsequent amendments, the Companies Act (624/2006), the Act on Funding of Education and Culture and subsequent amendments thereof as well as Lapland University of Applied Sciences Ltd's articles of association.

Lapland University of Applied Sciences Ltd a university of applied sciences in the form of a limited liability company as referred to in Section 5 of the Universities of Applied Sciences Act (932/2014). The university of applied sciences fulfils the mission laid down in Section 4 of the Universities of Applied Sciences 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 Universities of Applied Sciences Act in carrying out the mission referred to in Section 4 the Act.

Lapland University of Applied Sciences' operations are governed by the following regulations:

Lapland University of Applied Sciences Ltd

- 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)
- Election regulations (decided by the board of the university of applied sciences)

The internal administrative regulations define the organisation's operations and administration. **The degree regulations of the university of applied sciences contain provisions and instructions related to UAS studies that expand on the relevant legislation.** The operational regulations define the internal organisation and management of the university of applied sciences. The election regulations govern the election of a member representing the personnel to the board of the UAS limited company.

2. Mission of Lapland University of Applied Sciences

The mission of universities of applied sciences is to provide higher education for professional expert jobs based on the requirements of working life and its development and on the premises of academic research and academic and artistic education and to support the professional growth of students.

In addition, universities of applied sciences shall 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 promote lifelong learning. 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 education supporting continuous learning, and also implements research, development and innovation activities that serve UAS education, promote regional development and vitalise the economic structure in the region, along with artistic activities.

Finnish has been set as the official language at universities of applied sciences (932/2014, Section 8). Studies may also include courses in a foreign language. The language of instruction in foreign-language studies is English.

2.1 Fields of study and degrees

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

1. Culture
2. Business
3. Natural resources
4. Tourism, catering
5. Social services, health care
6. Physical education
7. Technology and transport

The degree programmes offered by Lapland University of Applied Sciences are listed in Appendix 1.

2.2 Planning of education

The Government Decree on Universities of Applied Sciences (1129/2014, Sections 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 activities are specified in the education development programme. Curricula are prepared on the basis of the acts and statutes that regulate UAS operation, the UAS's strategic choices and the needs of working life. The preparation of curricula is steered by guidelines on the principles of preparing 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 the specialisation area is responsible for the planning, implementation and development of the relevant studies.

The rector decides on the general principles according to which the curricula are developed and renewed. The 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, Section 29).

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

3. Student admission and the right to study

3.1 Starting places and student admission criteria

Each year, the UAS decides on the number of students to be admitted (932/2014, Section 18). The degree targets for each field are specified in an agreement between Lapland University of Applied Sciences and the Ministry of Education and Culture in accordance with the classification of education as specified by the Ministry of Education and Culture.

The board decides on the number of students to be admitted to the university of applied sciences. The rector decides annually on the distribution of internal starting places based on the degree targets and the relative portion of students admitted by different selection criteria. The student admission criteria are based on nationwide field-specific recommendations confirmed and further specified by the rector as needed.

The number and student admission criteria of students admitted through commissioned education are decided by the rector on a case-by-case basis.

3.2 Student admission

Application for education leading to a degree at the Lapland University of Applied Sciences shall be submitted through the joint, separate or transfer application system in accordance with the admission criteria approved by the rector. The provisions of the Universities of Applied Sciences Act (932/2014, Sections 25–28) are observed with regard to student admission and accepting a study place.

The responsible director of the specialisation area decides on the student admission to basic and master's degree studies as well as specialisation studies and other studies.

The UAS admits students to open university of applied sciences studies. The responsible manager of the expertise group decides on the student admission to the open university of applied sciences courses and the number of students in the groups. When making the decision, the manager shall consider the UAS recommendation on the number of open UAS students per course and group.

The university of applied sciences accepts transfer students. A transfer student refers to a student who has started education leading to a degree in a Finnish UAS and wishes to change his/her right to study to education in a similar and close field within their own university and/or

wishes to change to education in a similar or close field in another university. Transfer applicants are not necessarily admitted to all studies. Students transferring from one UAS to

another shall apply for transfer in the Studyinfo service. Transfers within a UAS are applied according to separate instructions.

The admission of transfer students is the responsibility of the responsible director of the specialisation area. Before a decision is made, it must be ensured that the transfer student has sufficient skills and opportunities 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, Section 32).

Those dissatisfied with a decision concerning the student admission may appeal for rectification. The application must be addressed to the rector of the university of applied sciences in writing within 14 days of the publication of the admission results. The university of applied sciences has separate guidelines concerning an appeal for rectification.

3.3 Registering as a student

The provisions of the Universities of Applied Sciences Act (932/2014, Sections 28, 29 and 32) are observed with regard to the practices related to enrolling oneself as a student of the university of applied sciences and losing one's right to study.

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. In addition, a student obliged to pay an annual tuition fee under the Universities of Applied Sciences Act (932/2014, Section 13a) shall pay the tuition fee according to the procedure specified by the university of applied sciences.

The right to study is conditional until such time that the student has presented the original certificates used as a basis for admission and paid any tuition fee. Original certificates shall be presented by the deadline according to the procedure specified by the university. If the university cannot verify the original certificates, the student shall lose his/her right to study. The university of applied sciences shall return paid tuition fee to a student who is subject to a tuition fee and has lost his/her right to study.

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 they, provided that the non-attendance period does not consume the normative duration of the studies, during their first academic year

- 1) complete 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) are 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) are unable to start his/her studies due to an illness or injury.

Documents: Sickness allowance decision or, if such a 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 as attending or non-attending every academic year according to the procedure specified by the university of applied sciences (932/2014, Section 29). Students register for one academic year at a time. However, if the right to study will end in December, the student in question can only register for the autumn term. A separate notification is provided of the registration method.

A continuing student may not register as non-attending for more than two academic years during the entire duration of the studies without the non-attendance period consuming the normative duration of the 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 being arranged by the UAS.

On application, the enrolment information can be changed during an academic year by decision of the responsible manager based on special grounds (please note the limitations regarding the first year of studies). The special grounds can be significant changes in the student's life, such as severe illness of the student or his/her family member, maternity or paternity leave, conscription or civil service. The application must always include written certificate of the matter from the relevant authority. The deadline for applying for rectification is 15 September for the autumn term and 15 January for the spring term.

Specialisation studies

New students must register as a student approved for the specialisation studies in question by the specified date. Upon registering, the student undertakes to pay the credit-specific fee for the right to attend the specialisation studies.

The right to study is conditional until such time that the student has presented the original certificates used as a basis of admission. Original certificates shall be presented by the deadline according to the procedure specified by the university. If the university cannot verify the original certificates, the student shall lose his/her right to study.

Open UAS and other education

The registration takes place according to separate instructions.

Other education

Student registration for commissioned education and other separately organised education takes place according to instructions to be announced separately.

3.4 Right to study

The provisions of the Universities of Applied Sciences Act (932/2014, Sections 30–36) are observed in matters pertaining to the right to study.

Education leading to a degree

According to the Government Decree on Universities of Applied Sciences (1129/2014, Section 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 in the duration of studies corresponding to the study credits awarded (normative duration) (932/2014, Section 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, Section 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 a period of 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 normative duration of the studies. Any other absences of up to two terms for which the student enrolls as non-attending according to Section 29, shall also not be counted in the normative duration of the studies (932/2014, Section 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 being arranged by the UAS. Without study entitlement, a student cannot be awarded a degree.

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, Section 30a).

The length of the extension is based on the remaining full-time studies but for a period no longer than two terms at a time. If the student does not follow his/her plan for completing the studies, new extension shall not be granted. The application must be submitted before the end of the study entitlement. The extension of study entitlement is decided by the responsible director of the specialisation area.

Specialisation studies

Specialisation training must be completed within the time specified for the specialisation training. If a student in specialisation training lacks a number of study attainments on the last day of studies, the student must agree upon the possibility to finish the studies with the programme coordinator responsible for the specialisation studies. The application must be submitted before the end of the confirmed completion time.

Other education

With regard to commissioned education and other separately organised education, the right to study is determined separately for each training programme in a manner to be announced.

3.5. Forfeiture and reinstatement of the right to study

Students who fail to enrol in the manner specified in Section 29 will forfeit their right to study. The day following the termination of the right to study shall be recorded as the suspension day. If such students want to start or resume their studies later on, they must re-apply to the university of applied sciences for the right to study. If the student has remaining study time within the scope of the degree, the right to study can be restored. Otherwise, the student must apply for a new right to study in the Studyinfo service according to the manner specified by the UAS. A fee of EUR 50 will be charged for the processing of the application for reinstatement of the right to study (A 1440/2014, Section 3).

A continuing student who is obliged to pay annual tuition fee but has not paid the fee as required by the UAS will forfeit his/her right to study. The right to study can be reinstated on application after the student has paid the annual tuition fee and processing fee. (A 1440/2014, Section 3).

Students who fail to complete their studies within the time prescribed in Section 30 or within the extension laid down in Section 30 a, or who are not granted extensions for completing their studies, will forfeit their right to study. The day following the termination of the right to study shall be recorded as the suspension day. If such students want to start or resume their studies later on, they must apply to the university of applied sciences for the right to be readmitted as a student. An application according to the manner specified by the UAS may be submitted without participating in the student admission referred to in Section 28 of the Universities of Applied Sciences Act (932/2014, Section 32).

Students who withdraw from the university of applied sciences of their own initiative shall be considered as having withdrawn starting from the day they have submitted a dated and signed notification of the withdrawal to the student services. If such students want to start or resume their studies later on, they must reapply to the university of applied sciences for the right to study. If the student has remaining study time within the scope of the degree, the right to study can be restored. Otherwise, the student must apply for a new right to study in the Studyinfo service according to the manner specified by the UAS.

The decision on the reinstatement of a right to study is made by the responsible manager. Readmission of a student is decided by the responsible director of the specialisation area.

In addition to the above, special attention must be paid to Section 33 of the Universities of Applied Sciences 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.

3.6. Appeal for rectification in matters related to the right of study

Those dissatisfied with a decision concerning the right to study may appeal for rectification. The request for rectification shall be submitted to the rector in writing within 14 days of being informed of the decision. The university of applied sciences has separate guidelines concerning an appeal for rectification.

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 wellness and guidance plan, which is verified by the rector. All students have the right to receive guidance throughout their studies. All specialisation areas have study counsellors who are responsible for planning, implementing and developing the guidance in collaboration with teachers, other staff members and student tutors.

4.2 Participating in studies and completing a course

Only a student who has enrolled as a student at Lapland University of Applied Sciences and has enrolled for attendance in the academic year in question is entitled to complete degree studies, participate in instruction and practical training and have grades recorded.

The student must enrol according to the procedure specified by the university of applied sciences for each course that he/she plans to attend and complete. Students are informed separately of any special enrolments. Enrolment is binding. If a student fails to attend the studies he/she enrolled for, they will be graded "fail". After the enrolment period, enrolments can only be cancelled for reasons that prevent attendance in the course. The teacher responsible for the course approves the enrolled students for the course according to the implementation plan.

At the beginning of the term and/or course, the learning objectives and content of the course, alternative completion methods and criteria for assessment as well as guidance procedures are reviewed, and the assessment date(s) and the deadlines for assignments are set. The teacher/teacher team collects immediate course-specific feedback from the students with the aim of developing the implementation. Students give intermediate and final feedback for each term in accordance with the feedback system of the Lapland University of Applied Sciences.

4.3 Assessment of learning and recording of study attainments

Students' competence and learning are evaluated based on the learning objectives and evaluation criteria specified in the curricula. The assessment criteria are specified in the term/course implementation plans. Assessments during the various phases of study must comprise a logical whole supporting the achievement of competence which is the goal of the education. The assessment criteria, procedures and criteria are based on the learning objectives of the term/courses in question.

Students may also acquire learning in line with the learning objectives of the term/course by other means than attending in courses organised by the Lapland University of Applied Sciences. Learning acquired elsewhere shall be assessed in accordance with the guidelines on assessment and accreditation of prior learning at the Lapland University of Applied Sciences (see section 4.4).

Study attainments are evaluated on the scale of excellent (5), good (3–4), satisfactory (1–2), fail (0) or, in exceptional situations, using a simple pass–fail scale (H–0).

Resitting a course or improving the grade

In education leading to a degree, a student who has received a fail grade is entitled to resit two exams in a manner specified in the course/term implementation plan.

If the student fails to gain a passing grade over the course of three (3) attempts, he/she must restart the course/term and may be required to adhere to revised requirements.

It is possible to improve a passing grade once (1) by the end of the term following the end of the course in question.

Thesis grade

It is not possible to improve the grade of a thesis that has been submitted for review. If the student is dissatisfied with the thesis grade he/she has received, he/she is entitled to submit a written request for rectification (see section 4.5).

A student has a right to be informed of the assessment criteria applied to his/her study attainment (932/2014, Section 37). He/she must be provided with an opportunity to analyse his/her assessed 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. Theses are kept permanently.

The assessment of a course/term must be planned to ensure that the grades for the courses held over the course of a term are recorded in the transcript of records by 20 December for the autumn term, 20 June for the spring term and 15 September for summer studies. The same schedule is observed in the context of practical training and theses. Individual study attainments for a course/term must be assessed as soon as possible, but no later than within one (1) month of the assessment situation (e.g. learning assignment, report or exam; the deadline is counted from the submission date). The assessment date of a credit entered in the transcript of records is the date of the exam or submission of an

assignment, report or equivalent. The teacher responsible for the course shall enter the study attainment in the transcript of records.

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

All theses are kept permanently. Other coursework is kept for 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, through skills demonstration (e.g. certificates of employment, work tests, essays, exams), also have studies that are part of the degree obtained in other ways in line with the learning objectives counted towards the degree (932/2014, Section 37). The procedure is called accreditation or credit transfer.

Replacement refers to a student's prior study attainment considered to be equivalent in scope and content with the studies that are part of the degree to the extent that these studies can be replaced with the prior studies. Inclusion refers to the acceptance of higher education studies into the degree to be completed without the studies being equivalent in content or scope with the studies that are part of the degree as defined in the curriculum.

Recognition of prior learning means that the student applies the learning he/she has acquired in the context of the learning objectives of the curriculum 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.

For **basic** degree studies, students can apply for the accreditation of 5–10 credits for leadership and instructor training acquired in military service.

Credit for studies that are included in the education required for entrance eligibility cannot be included as a part of the UAS degree. However, competence corresponding with the learning objectives that is acquired during education required for entrance eligibility can be accredited through recognition and acknowledgement. It is not possible to accredit an entire degree (with the exception of open UAS studies covering 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. A thesis can also be accredited in part.

Only the amount of studies defined in the curriculum are accredited as free-choice studies.

A student has the right to apply for accreditation but no obligation to do so.

The responsible manager of the expertise group makes 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 applica-

tion. The accreditation procedures are described in separate guidelines (Assessment of prior learning and credit transfer at Lapland UAS).

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 1–5 scale, the grade must be adapted to this scale. If a course to be incorporated has been evaluated using the 1–5 scale, a corresponding scale is to be used in the accreditation process. Otherwise, the studies included will be assessed with the grade Pass (H) or 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 assessments of study performance and credit transfer decisions

The rectification of study performance is regulated by the Universities of Applied Sciences Act (932/2014, Sections 57 and 60). A student dissatisfied with an assessment of study performance or a credit transfer decision may submit an oral or written request for rectification to the teacher who performed the assessment or made the decision. The request must be submitted within 14 days of the student having access to information on the result of the assessment and the application of assessment criteria in his/her case. The request for rectification must be replied to within 14 days of the date the decision-maker receives the request.

A student dissatisfied with the decision of the teacher or decision-maker may submit a written request for rectification to the UAS's board of examiners within 14 days of being informed of the decision.

4.6 Language proficiency requirements

The language proficiency requirements for UAS degrees are laid down in the Government Decree on Universities of Applied Sciences (1129/2014, Section 7). 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 Sections 15–18).

Decisions on partial or full exemption from the language skills requirements stipulated in the Decree are made by the rector at the proposal of the responsible manager of the expertise group.

4.7 Practical training

The objective of practical training connected to a bachelor degree is to deepen the students' competence and help them learn new things. The training also provides the students with a guided introduction to practical work tasks that are key especially in vocational studies, and to applying their knowledge and skills in working life. The detailed objectives, scope, contents, implementation method and assessment of practical training are specified separately for each training programme. However, the proportion of practical training in basic qualification studies is always at least 30 credits.

4.8 Thesis

The objective of the UAS thesis is to develop and demonstrate the student's readiness to apply his/her knowledge and skills in a practical expert task connected to vocational studies. The goal of the master's thesis is to develop and demonstrate the student's ability to apply research data and to use the selected methods in analysing and solving working life problems as well as readiness for independent, demanding expert work.

The UAS is committed to adhering to the "Responsible conduct of research and procedures for handling allegations of misconduct in Finland" (TENK 2012) guidelines by the Finnish Advisory Board on Research Integrity (TENK). The UAS is also committed to complying with the ethical guidelines of research in the humanities and social and behavioural sciences drafted by TENK and organising ethical review as proposed in the guidelines (TENK 2009). The UAS also adheres to the ethical recommendations on theses by Arene.

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 pertinent subject matter and a command of the necessary research and development 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 1–5 and failed (0), using the common assessment criteria of the university of applied sciences.

The thesis is prepared in the language of the education unless the responsible manager of the expertise group decides otherwise for a specific reason based on the student's application. Theses are public documents, and their accompanying documents may be comprised of public or non-public documents related to the thesis project. The existence of accompanying documents must be stated in the public portion of the thesis. Only the public portion can be taken into account in the assessment of a thesis.

Practices related to bachelor's and master's theses are specified in separate thesis guidelines. The UAS reviews theses using a plagiarism detection system.

4.9 Maturity test

Based on the Government Decree (1129/2014, Section 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 subject matter

examined in the thesis. In cases where the student is not required to demonstrate language proficiency in accordance with the Government Decree (1129/2014, Section 8), the language of the maturity test is decided by the responsible manager of the expertise group. 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 entered in the student's record of credits.

The topic for the maturity test is provided by the thesis supervisor. The maturity test is evaluated on a scale of pass/fail.

4.10 Free-choice studies

The curricula for education leading to a UAS degree include free choice studies, the scope of which is specified in the curriculum. Each student may choose free-choice studies based on his/her own professional goals in accordance with his/her individual study plan (ISP). Free-choice studies must be of the EQF 6 level in basic degree studies and EQF 7 level in master's degree.

4.11 Disciplinary procedures

The Universities of Applied Sciences Act (932/2014, Section 38) and guidelines provided by Lapland University of Applied Sciences are applied with regard to student-related disciplinary measures. The student in question must be afforded the 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.

The Universities of Applied Sciences Act (932/2014, Section 36) is observed with regard to drug testing.

A student who disturbs teaching activities or behaves in a violent or threatening manner or endangers the life of another student may be required to leave the room where the teaching is taking place or the place where an event is being arranged by the UAS.

The UAS has separate guidelines for exams and assessment situations. If a student commits academic fraud in an exam or some other assessment situation, the supervisor may immediately remove the student from the situation, and the student's performance will be graded as failed. The performance will also be failed if the fraud or plagiarism is observed after an exam, thesis, practical assignment or report has been turned in. Academic fraud or plagiarism may also result in other disciplinary measures based on the Universities of Applied Sciences Act and the relevant Government Decree. The UAS may review study attainments using a plagiarism detection system.

5. Graduation and certificates

The completion of a bachelor's degree, master's degree and specialisation training are based on the achievement of the learning objectives of the confirmed curriculum/individual study 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, the teacher/teacher tutor checks with the graduating student 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 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 a student affairs officer. 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, is automatically provided with the degree certificate free of charge to the student (1129/2014, Section 10). 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 specialisation area signs specialisation training certificates, and the extract of the academic records appended to the diploma is signed by a student affairs officer.

Certificates for other completed education are signed by the director of the specialisation area.

The UAS grants digital badges according to separate instructions.

Appendix 1.

GOVERNMENT DECISION ON STUDIES AT THE LAPLAND UNIVERSITY OF APPLIED SCIENCES

11 December 2014

Reg. no.

OKM/14/533/2014

The university of applied sciences shall award the following UAS degrees and degree titles associated with them:

Bachelor of Culture and Arts degree

Visual Artist

Bachelor of Business Administration degree

Bachelor of Business Administration

Bachelor of Engineering degree

Bachelor of Engineering

Bachelor of Natural Resources degree

Agronomist

Bachelor of Engineering (Forestry)

Bachelor of Health Care and Social Services degree

Physiotherapist

Geriatric Nurse

Registered Nurse

Bachelor of Social Services

Public Health Nurse

Bachelor of Sports Studies degree

Sports Instructor

Bachelor of Hospitality Management degree

Bachelor of Hospitality Management

With regard to the Bachelor of Business Administration degree and the associated Bachelor of Business Administration qualification title, the educational responsibility is specified to the following fields:

business economics, business information systems

With regard to the Bachelor of Engineering degree and the associated Bachelor of Engineering qualification title, the educational responsibility is specified to the following fields:

information and communication technology, mechanical engineering, civil engineering, surveying, electrical and automation technology

Master's degrees and the associated qualification titles that the UAS may award

Master of Culture and Arts degree
Master of Visual Arts
Master of Business Administration degree
Master of Business Administration
Master of Engineering degree
Master of Engineering
Master of Natural Resources degree
Agronomist (Master's degree)
Master of Engineering (Forestry)
Master of Health Care and Social Services degree
Physiotherapist (Master's degree)
Geriatric Nurse (Master's degree)
Registered Nurse (Master's degree)
Master of Social Sciences
Public Health Nurse (Master's degree)
Master of Sports Studies degree
Sports Instructor (Master's degree)
Master of Hospitality Management degree
Master of Hospitality Management