

# **DEGREE REGULATIONS**

*These degree regulations were approved by the board of Lapland University of Applied Sciences on 15 December 2020. They will be effective as of 1 January 2021 until further notice and will replace the degree regulations approved on 11 December 2019.*

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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 Limited Liability Companies Act (624/2006), the Act on the 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 is 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 teaching 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

- Rules of procedure (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 rules of procedure 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 specialist 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 programmes, 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 study units 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 enhancement areas 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 director of the specialisation area ratifies the curricula for degree education, professional specialisation programmes and other education. The curricula form the basis for the yearly plans for offering and implementing education.

The academic year of the university of applied sciences starts on 1 August and ends on 31 July. The autumn semester starts on 1 August and ends on 31 December. The spring semester 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 sectioning of the academic year and teaching times are decided by the rector.

## **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 objectives 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. Annually, the rector decides on the distribution of internal starting places based on the degree objectives 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. Some of the student places may be reserved for persons who have not previously completed a higher education degree in accordance with the Finnish education system and have not accepted a student place leading to a higher education degree (Universities of Applied Sciences Act [932/2014], Section 28b).

The number and 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 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. Upon request by the UAS, applicants for the Health Care and Social Services degree must provide information about their health as required by student admission assessment as well as any information about a previous revocation of the right to study.

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

The UAS admits students to open university of applied sciences studies. The responsible expertise group manager decides on student admission to the study units of the open university of applied sciences and the number of students in the groups. When making the decision, the manager must consider the UAS guidelines on the objectives of expanding continuous learning.

Student admission by separate application as a continuous application process is decided by the expertise group manager. Master's degree student admission is decided by the director of the specialisation area.

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 switch to a similar or close field in another university or to switch education within their own university such that the qualification title changes. Transfer applicants are not necessarily admitted to all studies. The transfer is applied for in the Studyinfo service.

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 right to study, they lose their previous right to study on which the transfer was based (932/2014, Section 32).

Students of Lapland University of Applied Sciences may switch to another degree programme within the UAS if the qualification title remains the same and if the studies can be accredited for the new degree programme. Students switching from a degree

programme to another within the UAS must have at least one attendance semester in the previous degree programme and must have completed at least 50 credits per academic year attended (25 credits after one attendance semester). Within the same degree programme, students can switch between study forms (full-time day studies, multiform studies and online studies) and from studies in Finnish to studies in English or vice versa. Decisions on changes are made by the responsible expertise group manager.

Principles for the admission of international double degree students and admission based on other agreements concluded by the university are described in separate instructions and agreements.

Those dissatisfied with a decision concerning student admission may submit a written appeal for rectification. The appeal must be made within 14 days of the date the decision was served. The party shall be considered to have been served the decision, unless proven otherwise, within seven (7) days of mailing the letter, on the date indicated by the certificate of service or on a date marked on a separate certificate of notification. The appeal for rectification must be delivered to the rector of Lapland University of Applied Sciences, Jokiväylä 11 C, FI-96300 Rovaniemi.

### 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 registering as a student of the university of applied sciences and forfeiture of the right to study.

#### *Education leading to a degree*

A person who has been admitted as a student and has confirmed that they accept the study place must register at the university of applied sciences according to the procedure specified by the university of applied sciences, after which they 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 their right to study. The university of applied sciences shall return a paid tuition fee to a student who is subject to a tuition fee and has lost their right to study.

**A student starting their studies** must register for attendance/non-attendance when accepting the study place.

After accepting a study place, students may only register as non-attending without the non-attendance period consuming the normative duration of the studies if they, 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 their studies due to an illness or disability. 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 their 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 their 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 semester. A separate notification is provided of the registration method.

Without special grounds as specified in the applicable legislation, a continuing student may not register as non-attending for more than two semesters during the entire duration of the studies without the non-attendance period consuming the normative duration of the studies. A non-attending student cannot attend classes or exams organised by the UAS, complete practical training as a part of studies or receive guidance in a thesis project.

The registration information can be changed during an academic year on special grounds (please note the limitations regarding the first year of studies) by contacting the student services. The special grounds can be significant changes in the student's life, such as severe illness of the student or their family member, maternity or paternity leave, military or non-military service. If necessary, the application must include a written certificate of the matter from the relevant authority.

#### *Professional specialisation programmes*

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

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 their 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. Study units 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).

The right to study 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 time 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 semesters for which the student registers 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 the right to study, students must register for attendance/non-attendance every academic year. Students without the right to study cannot attend classes or exams organised by the UAS, complete practical training as a part of studies or receive guidance in a thesis project. Without the right to study, a student cannot be awarded a degree.

For students who are unable to complete their studies within the time enacted in Section 30, the university of applied sciences can grant extensions to complete their studies upon application, 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 right to study 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 their 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 semesters at a time. *If the student does not follow their plan for completing*

*the studies, new extension shall not be granted.* The application must be submitted before the end of the right to study. The extension of study entitlement is decided by the responsible director of the specialisation area.

### *Professional specialisation programme*

A professional specialisation programme must be completed within the time specified for it. If a student in a professional specialisation programme lacks study attainments on the last day of studies, the student must agree upon the possibility to finish the studies with the coordinator responsible for the professional specialisation programme. 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 may lose their right to study for the following reasons:

- the student fails to register for attendance or non-attendance
- the student does not graduate during the right-to-study time or the discretionary extension period
- the student leaves the university of applied sciences

Students who fail to register 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 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 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 (Decree 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 their right to study. The right to study can be reinstated on application after the student has paid the annual tuition fee and processing fee. (Decree 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 30a, or who are not granted extensions for completing their studies, will forfeit their right to study. The last day 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.

Former students of the university of applied sciences who started their studies on or after 1 August 2015 and have not completed their degree during the right-to-study time or during a discretionary extension period may apply to the university of applied sciences for the right to be readmitted as a student without participating in the student admission process (Act 325/2015, Section 32). A fee will be charged for processing the application in accordance with the decree (1440/2014, Section 3). The decision on re-establishing the right to study is

made by the director of the specialisation area.

Former students of the UAS who started their studies before 1 August 2015 and have not completed their degree during the right-to-study time or during a discretionary extension period may reapply as indicated by the UAS without participating in the student admission process 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 notification of 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 according to the manner specified by the UAS.

After failure to register for the academic year, failure to pay the tuition fee or quitting studies, the reinstatement of the right to study is granted by the administrator responsible for the student register. 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 revocation of the right to study 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 submit a written appeal for rectification. The appeal must be made within 14 days of the date the decision was served. The party shall be considered to have been served the decision, unless proven otherwise, within seven (7) days of mailing the letter, on the date indicated by the certificate of service or on a date marked on a separate certificate of notification. The appeal for rectification must be delivered to the rector of Lapland University of Applied Sciences, Jokiväylä 11 C, FI-96300 Rovaniemi.

Those dissatisfied with the decision of the university of applied sciences may appeal to the administrative court of the judicial district where the main campus of the university of applied sciences is located.

An appeal against a decision to revoke the right to study, as referred to in Section 33, or to reinstate the right to study, as referred to in Section 35, is lodged with the students' legal protection board within 14 days of the receipt of the decision, as laid down in the Administrative Judicial Procedure Act. Provisions on appeals lodged with the students' legal protection board are laid down in the Act on Students' Legal Protection Board (956/2011).

## **4. Studying at Lapland University of Applied Sciences**

### **4.1 Study guidance**

All students have the right to receive guidance throughout their studies. The university of applied sciences is responsible for planning, implementing and developing the guidance by teachers, study counsellors and other staff members in collaboration with student tutors.

### **4.2 Participating in studies and completing a study unit**

Only a student who has registered as a student at Lapland University of Applied Sciences and has registered 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 register according to the procedure specified by the university of applied sciences for each study unit that they plan to attend and complete. Students are informed separately of any special registrations. Registration is binding. If a student fails to attend the studies they registered for, they will be graded “fail”. After the registration period, registrations can only be cancelled for reasons that prevent attendance in the study unit. The teacher responsible for the study unit approves the registered students for the study unit according to the implementation plan.

At the beginning of the semester and/or study unit, the learning objectives and content, 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. Students may provide intermediate feedback throughout a current study unit to improve the implementation of the study unit. Students give feedback on each study unit at the end of the study unit in accordance with the feedback system of Lapland University of Applied Sciences.

### **4.3 Assessment of learning and recording of study attainments**

Students' competence and learning are assessed on the basis of the learning objectives and assessment criteria specified in the curricula. The assessment criteria are described in the study unit description. 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 and procedures are based on the learning objectives of the semester/study units in question.

Students may also acquire learning in line with the learning objectives of the semester/study unit by other means than attending studies organised by Lapland University of Applied Sciences. Learning acquired elsewhere shall be assessed in accordance with the guidelines on assessment and accreditation of prior learning at 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 (Hyl) or, in exceptional situations, using a simple pass–fail scale (Hyv–Hyl).

#### *Repeating a study unit or improving a grade*

In education leading to a degree, a student who has received a fail grade is entitled

to repeat the exam twice by the end of the semester following the end of the study unit.

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

It is possible to improve a passing grade once (1) by the end of the semester following the end of the study unit 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 they have received, they are 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 their study attainment (932/2014, Section 37). They must be provided with an opportunity to analyse their 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.

Individual study attainments for a study unit/semester 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 of a study unit must be planned to ensure that the grades for the study units held during a semester are recorded in the record of study credits by 31 December for the autumn semester, 20 June for the spring semester and 15 September for summer studies. The same schedule is observed in the context of practical training and theses. The teacher responsible for the study unit shall enter the study attainment in the record of study credits.

Approved study attainments cannot be removed from the record of study credits.

All theses are kept permanently. All other study attainments are kept in accordance with the Lapland University of Applied Sciences filing plan.

## **4.4 Recognition and acknowledgement of prior learning**

In the process of completing a degree or a professional specialisation programme, a student can, according to the decision of the university of applied sciences, have the studies they have completed at another educational institution in Finland or abroad recognised, and be accredited for other studies on the same level. A student can 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.

Substitution 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 they have acquired in the context of the learning objectives of the curriculum so that they can describe and demonstrate their 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).

Credit transfer 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 elective studies.

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

The responsible study counsellor makes the decisions on credit transfer based on the student's application. The decision on any credit transfer must be made as soon as possible; however, no later than one (1) month after the submission of the application. The credit transfer procedures are described in separate guidelines.

The same grading scale is used for substituted studies as is used for corresponding courses at Lapland University of Applied Sciences.

If a study unit to be included has been assessed using the 1–5 scale, the grade from the other institution of higher education is directly used in the credit transfer process.

If the grading scale of a substitutive study attainment deviates from the 1–5 scale, the grade shall be pass (Hyv) or fail (Hyl). The original place of study and the grade obtained are recorded in the record of study credits. In addition, correspondence with the grading scale of Lapland University of Applied Sciences is recorded.

#### **4.5 Rectification of assessments of study attainments and credit transfer decisions**

The rectification of study attainments is regulated by the Universities of Applied Sciences Act (932/2014, Sections 57 and 60). A student dissatisfied with an assessment of study attainment or a credit transfer decision may submit an oral or written request for rectification to the teacher who performed the assessment or the person who 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 their 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 proficiency requirement in Finnish or Swedish laid down in the decree does not apply to students who have received their education abroad or in a language other than Finnish or Swedish. For such students, the decision on the language proficiency required is made by the responsible expertise group manager. Decisions on partial or full exemption from the language proficiency requirements stipulated in the decree are made by the rector at the proposal of the responsible expertise group manager.

## **4.7 Practical training**

The objective of practical training connected to a basic UAS qualification 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. Practical training may be refused on the basis of Section 38 of the Universities of Applied Sciences Act.

## **4.8 Thesis**

The objective of the UAS thesis is to develop and demonstrate the student's readiness to apply their knowledge and skills in a practical specialist 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 (Hyl), using the common assessment criteria of the university of applied sciences.

The thesis is prepared in the language of the education unless the responsible expertise

group manager 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 examination**

Based on the Government Decree (1129/2014, Section 8), students must take a written maturity test for their degree. The maturity test is a 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 expertise group manager. 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 elective studies**

The curricula for education leading to a UAS degree include free-choice elective studies, the scope of which is specified in the curriculum. Each student may choose free-choice elective studies based on their own professional goals in accordance with their individual study plan (ISP). Free-choice elective 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 procedures. 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) and the universities of applied sciences' student addiction care programme are 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 study attainment 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 professional specialisation programmes is 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 record of study credits. The student takes the AVOP survey and has a graduation discussion with the study counsellor. Before submitting a degree application, the study counsellor checks with the graduating student that the necessary study attainments have been completed and marked in the record of study credits. After this, the student fills in the degree application form.

Degree certificates are signed by the rector of the university of applied sciences, and the record of study credits appended to the degree certificate is signed by a student affairs officer. The graduation date is the date on which the rector signs the degree certificate. 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, a translation of the degree certificate into Finnish is also provided, as well as a transcript of records.

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

### **5.2 Certificates for other completed education**

To receive a certificate for completed professional specialisation programmes, all completed studies must have been entered in the record of study credits. The director of the specialisation area signs the certificates for professional specialisation programmes, and the transcript of records appended to the certificate 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 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

- Bachelor of Culture and Arts, Visual Artist

Bachelor of Business Administration degree

- Bachelor of Business Administration

Bachelor of Engineering degree

- Bachelor of Engineering
- Bachelor of Engineering, Construction Site Management

Bachelor of Natural Resources degree

- Bachelor of Natural Resources, Agronomist
- Bachelor of Natural Resources, Forestry

Bachelor of Health Care and Social Services degree

- Bachelor of Health Care, Physiotherapist
- Bachelor of Social Services and Health Care, Geriatric Nurse
- Bachelor of Health Care, Registered Nurse
- Bachelor of Social Services
- Bachelor of Health Care, Public Health Nurse

Bachelor of Sports Studies degree

- Bachelor of Sports Studies, 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