

This Diploma Supplement follows the model developed by the European Commission, Council of Europe and UNESCO/CEPES. The purpose of this supplement is to provide sufficient independent data to improve the international 'transparency' and fair academic and professional recognition of qualifications (diplomas, degrees, certificates, etc.) It is designed to provide a description of the nature, level, context, content and status of the studies that were pursued and successfully completed by the individual named on the original qualification to which this supplement is appended. It should be free of any value-judgements, equivalence statements or suggestions about recognition. Information should be provided in all eight sections. Where information is not provided, a reason should be given.

1 INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION

- | | | |
|-----|--------------------------------|-----------------|
| 1.1 | Family name(s) | <i>Testaaja</i> |
| 1.2 | Given name(s) | <i>Teppo</i> |
| 1.3 | Date of birth (day/month/year) | <i>010181</i> |
| 1.4 | Student identification number | <i>0101901</i> |

2 INFORMATION IDENTIFYING THE QUALIFICATION

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|-----|---|--|
| 2.1 | Name of qualification and title conferred (in original language) | <i>Liiketalouden ammattikorkeakoulututkinto tradenomi (Bachelor of Business Administration)</i> |
| 2.2 | Main field(s) of study for the qualification | <i>Business Administration
Degree Programme in Business Administration
Specialisation of Corporate and Financial Law</i> |
| 2.3 | Name and status of awarding institution (in original language) | <i>Saimaan ammattikorkeakoulu (Saimaa University of Applied Sciences), state recognised polytechnic</i> |
| 2.4 | Name and status of institution (if different from 2.3) administering studies (in original language) | <i>Not applicable</i> |
| 2.5 | Language(s) of instruction/examination | <i>Finnish</i> |

3 INFORMATION ON THE LEVEL OF THE QUALIFICATION

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|-----|------------------------------|---|
| 3.1 | Level of qualification | <i>See 8. First-cycle polytechnic degree</i> |
| 3.2 | Official length of programme | <i>The degree consists of 210 credits (3.5 years of full-time study). Finnish credits are fully compatible with the ECTS.</i> |
| 3.3 | Access requirements | <i>See 8. The Finnish Matriculation Examination gives general eligibility for higher education. General eligibility is also given by Finnish upper secondary vocational qualification. These qualifications require at least 12 years of schooling. Equivalent foreign qualifications also give general eligibility for higher education.</i> |

There is numerus clausus, i.e. restricted entry, to all fields of study.

4 INFORMATION ON THE CONTENTS AND RESULTS GAINED

- 4.1 Mode of study *Full-time*
- 4.2 Programme requirements *See transcript of records.
See 8. First-cycle polytechnic degree*
- 4.3 Programme details *See transcript of records*
- 4.4 Grading scheme and, if available,
grade distribution guidance *See transcript of records*
- 4.5 Overall classification of the
qualification *Not applicable*

5 INFORMATION ON THE FUNCTION OF THE QUALIFICATION

- 5.1 Access to further study *Eligible for second-cycle higher education studies.
The admissions decisions are made in the receiving higher
education institution.*
- 5.2 Professional status *Under the Finnish legislation, a person who has taken
Liiketalouden ammattikorkeakoulututkinto, tradenomi
(Bachelor of Business Administration) is qualified for posts
or positions in the public sector for which the qualification
requirement is a first cycle higher education degree. In
some cases, the qualification requirement also includes the
completion of studies in certain specified fields of study.*
- The degree falls under the Article 11 of the Directive
2005/36/EC of the European Parliament and of the Council
on the recognition of professional qualifications, level d.*

6 ADDITIONAL INFORMATION

- 6.1 Additional information -
- 6.2 Further information sources *<http://www.saimia.fi>, Saimaa University of Applied
Sciences
<http://www.minedu.fi>, Ministry of Education
<http://www.oph.fi/recognition>, The Finnish National Board
of Education
<http://www.kka.fi>, The Finnish Higher Education
Evaluation Council*

7 CERTIFICATION OF THE SUPPLEMENT

- 7.1 Date *Lappeenranta, 18.12.2009*
- 7.2 Signature
- 7.3 Capacity *Sari Jokimies
Head of Degree Programme*
- 7.4 Official stamp or seal

8 INFORMATION ON THE NATIONAL HIGHER EDUCATION SYSTEM

The description of the higher education system has been prepared by the Finnish National Board of Education and approved by the Ministry of Education.

The Finnish education system consists of basic education, general and vocational upper secondary education, higher education and adult education. The basic education consists of a 9-year compulsory school for all children from 7 to 16 years of age.

Post-compulsory education is given by general upper secondary schools and vocational institutions. The general upper secondary school provides a 3-year general education curriculum, at the end of which the pupil takes the national Matriculation examination (ylioppilastutkinto/studentexamen). Vocational institutions provide 3-year programmes, which lead to upper secondary vocational qualifications (ammattillinen perustutkinto/yrkesinriktad grundexamen).

General eligibility for higher education is given by the Matriculation examination and the upper secondary vocational qualification. These qualifications require at least 12 years of schooling. Equivalent foreign qualifications also give general eligibility for higher education.

The Finnish higher education system comprises 20 universities (yliopisto/universitet) and 29 polytechnics (ammattikorkeakoulu, AMK/yrkeshögskola, YH). Ten of the universities are multi-faculty universities and ten are specialised institutions. All universities engage in both education and research and have the right to award doctorates. The polytechnics are multi-field institutions of professional higher education. Polytechnics engage in applied research and development. The polytechnics use the terms polytechnic or university of applied sciences when referring to themselves. This higher education system description uses the term polytechnic.

Higher education studies are measured in credits (opintopiste/studiepoäng). Study courses are quantified according to the work load required. One year of studies is equivalent to 1600 hours of student work on the average and is defined as 60 credits. The credit system complies with the European Credit Transfer and Accumulation System (ECTS).

8.1. University degrees

The Government Decree on University Degrees (794/2004) defines the objectives, extent and overall structure of degrees. The universities decide on the detailed contents and structure of the degrees they award. They also decide on their curricula and forms of instruction.

8.1.1. First-cycle university degree

The first-cycle university degree consists of at least 180 credits (3 years of full-time study). The degree is called kandidaatti/kandidat in all fields of study except Law (oikeusnotaari/rättsnotarie) and Pharmacy (farmaseutti/farmaceut). The determined English translation for all these degrees is Bachelor's degree, the most common degrees being the Bachelor of Arts or Bachelor of Science.

Studies leading to the degree provide the student with: (1) knowledge of the fundamentals of the major and minor subjects or corresponding study entities or studies included in the degree programme and the prerequisites for following developments in the field; (2) knowledge and skills needed for scientific thinking and the use of scientific methods or knowledge and skills needed for artistic work; (3) knowledge and skills needed for studies leading to a higher university degree and for continuous learning; (4) a capacity for applying the acquired knowledge and skills to work; and (5) adequate language and communication skills.

Studies leading to the degree may include: basic and intermediate studies; language and communication studies; interdisciplinary programmes; other studies and work practice for professional development. The degree includes a Bachelor's thesis (6 – 10 credits).

8.1.2. The second-cycle university degree

The second-cycle university degree consists of at least 120 credits (2 years of full-time study). The extent of studies required for a programme leading to the second cycle university degree which is geared towards foreign students is a minimum of 90 credits. The degree is usually called maisteri/magister. Other second-cycle degree titles are diplomi-insinööri/diplomingenjör (Technology), proviisori/provisor (Pharmacy) and arkkitehti/arkitekt (Architecture). The determined English translation for all these degrees is Master's degree, the most common degrees being the Master of Arts or Master of Science. The second-cycle university degree title in the fields of Medicine, Veterinary Medicine and Dentistry is lisensiaatti/licentiat, the English title being Licentiate. The admission requirement for the second-cycle university degree is a first-cycle degree.

In the fields of Medicine and Dentistry the university may arrange the education leading to the second-cycle university degree without including a first-cycle university degree in the education. In Medicine the degree consists of 360 credits (6 years of full-time study) and in Dentistry the degree consists of 300 credits (5 years of full-time study).

Studies leading to the second-cycle university degree provide the student with: (1) good overall knowledge of the major subject or a corresponding entity and conversance with the fundamentals of the minor subject or good knowledge of the advanced studies included in the degree programme; (2) knowledge and skills needed to apply scientific knowledge and scientific methods or knowledge and skills needed for independent and demanding artistic work; (3) knowledge and skills needed for independently operating as an expert and developer of the field; (4) knowledge and skills needed for scientific or artistic postgraduate education; and (5) good language and communication skills.

The studies leading to the second-cycle university degree may include: basic and intermediate studies and advanced studies; language and communication studies; interdisciplinary study programmes; other studies; and internship improving expertise. The degree includes a Master's thesis (20 – 40 credits).

8.2. Doctoral degrees

Students can apply for doctoral studies after the completion of a relevant second-cycle degree. The aim of doctoral studies is to provide student with an in-depth knowledge of their field of research and capabilities to produce novel scientific knowledge independently.

A pre-doctoral degree of lisensiaatti/licentiat (Licentiate) may be taken before the Doctor's degree and in general it takes 2 years of full-time study to complete.

The Doctor's degree takes approximately 4 years to complete after the second-cycle degree or 2 further years following the pre-doctoral degree. A student who has been admitted to complete the Doctor's degree must complete a given amount of studies, show independent and critical thinking in the field of research and write a Doctor's dissertation and defend it in public.

8.3. Polytechnic degrees

The government decree on polytechnics (352/2003 including amendments) defines the objectives, extent and overall structure of polytechnic degrees. The Ministry of Education confirms the degree programmes of polytechnics, and within the framework of these regulations, the polytechnics decide on the content and structure of their degrees in more detail. The polytechnics also decide on their annual curricula and forms of instruction.

8.3.1. First-cycle polytechnic degrees

The first-cycle polytechnic degree consists of 180, 210 or 240 credits (3 to 4 years of full-time study) depending on the study field. For specific reasons, the Ministry of Education may confirm the scope of the degree to exceed 240 credits. The first-cycle polytechnic degree is called ammattikorkeakoulututkinto/yrkeshögskoleexamen. The determined English translation for the degree is Bachelor's degree. The degree titles indicate the field of study, e.g. Bachelor of Engineering or Bachelor of Health Care.

Studies leading to the degree provide the student with (1) broad overall knowledge and skills with relevant theoretical background for working as expert of the field; (2) knowledge and skills needed for following and advancing developments in the field; (3) knowledge and skills needed for continuous learning; (4) adequate language and communication skills; and (5) knowledge and skills required in the field internationally.

The first-cycle polytechnic degree comprises basic and professional studies, elective studies, a practical training period and a Bachelor's thesis or a final project.

8.3.2. The second-cycle polytechnic degrees

The second-cycle polytechnic degree consists of 60 or 90 credits (1 or 1.5 years of full-time study). The degree is called ylempi ammattikorkeakoulututkinto/högre yrkeshögskoleexamen. The determined English translation for the second-cycle polytechnic degree is Master's degree. The degree titles indicate the field of study, e.g. Master of Culture and Art or Master of Business Administration. Eligibility for second-cycle polytechnic degrees is given by a relevant first-cycle degree with at least 3 years of relevant work or artistic experience.

Studies leading to the degree provide the student with (1) broad and advanced knowledge and skills for developing the professional field as well as the theoretical skills for working in demanding expert and leadership positions in the field; (2) profound understanding of the field, its relation to work life and society at large as well as the knowledge and skills needed for following and analysing both theoretical and professional developments in the field; (3) capacity for life-long learning and continuous development of one's own expertise (4) good language and communication skills required in work life; and (5) knowledge and skills needed to function and communicate in the field internationally.

The second-cycle polytechnic degree comprises advanced professional studies, elective studies and a final thesis or a final project.