

DEGREE REGULATIONS

Approved by the Governing Board of the Saimaa University
of Applied Sciences
on 7 June 2010
Implemented on 7 June 2010

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DEGREE REGULATIONS

1 CHAPTER

General Rules

1 § Educational Task

The Saimaa University of Applied Sciences organises UAS (University of Applied Sciences) education in the fields of culture, tourism, catering and domestic services, social services, health and sports, technology, communication and transport and social sciences, business, and administration in accordance with laws pertaining to universities of applied sciences (351/2003) and based on governmental decrees (352/2003).

By law, the mission of universities of applied sciences is to provide higher education for professional specialist tasks, to support the professional growth of individuals and to carry out research, development and art-related operations which serve the education at universities of applied sciences, support working life and regional development, and take into account the business structure of the area. When carrying out their tasks, universities of applied sciences must promote lifelong learning. Universities of applied sciences provide and develop adult education in order to maintain and reinforce working sector competence.

In addition to offering degree based education, the UAS also provides programmes in advanced specialisation, other continuing education, and courses in the open UAS. Some of the education may be arranged also in the workplace.

2 CHAPTER

Degree Programmes and Qualifications

2 § Degree Programmes and Qualifications

UAS education is organized by degree programmes which may then be defined by specialisation options. Degree programmes are approved by the Ministry of Education.

The degree programme is planned and executed by the UAS and is guided by the professional and developmental needs of the working community.

On a yearly basis, the governing board of the UAS also regulates the specialisation options offered in the degree programmes.

The following degree qualifications may be achieved at Saimaa University of Applied Sciences:

UAS DEGREES

	Title	ECTS (credits)
Culture		
Bachelor of Culture and Arts	Visual Artist	240
Bachelor of Culture and Arts	Craftsman-Designer	240

Tourism, Catering and Domestic Services

Bachelor of Tourism and Hospitality Management	Bachelor of Hospitality Management	210
Bachelor of Tourism and Hospitality Management (taught in English)	Bachelor of Hospitality Management	210

Technology, Communication and Transport

Bachelor of Engineering	Bachelor of Engineering	240
Bachelor of Engineering (taught in English)	Bachelor of Engineering	240
Bachelor of Engineering	Bachelor of Construction Management	210

Social Services, Health and Sports

Bachelor of Health Care and Social Services	Emergency Nurse	240
Bachelor of Health Care and Social Services	Physiotherapist	210
Bachelor of Health Care and Social Services	Registered Nurse	210
Bachelor of Health Care and Social Services	Bachelor of Social Services	210
Bachelor of Health Care and Social Services	Public Health Nurse	240
Bachelor of Health Care and Social Services	Occupational Therapist	210

Social Sciences, Business and Administration

Bachelor of Business Administration	Bachelor of Business Administration	210
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MASTER'S DEGREE PROGRAMMES

The qualification title achieved from a Master's programme always depends on the qualification and degree programme that are completed. The university of applied sciences decides on the qualification title that is most appropriate for each degree programme's content and to which the completion of the content entitles the student.

Having achieved the qualification, those who have completed or begun similar programmes at an earlier stage are entitled to use the new, approved qualification title.

Master's Degrees**Fine Arts and Design**

Master's Degree in Fine Arts and Design	Master of Culture and Arts	60
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Fields of Social Services, Health, and Sports

Master's Degree in Health Care and Social Services	Master of Health Care	90
	Emergency Nurse (higher degree)	
	Physiotherapist (higher degree)	
	Public Health Nurse (higher degree)	
	Social Services (higher degree)	
	Occupational Therapist (higher degree)	
	Registered Nurse (higher degree)	

Technology and Transport

Master's Degree in Engineering	Master of Engineering	60
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Social Sciences, Business and Administration

Master's Degree in Business Administration	Master of Business Administration	90
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It is possible to attain a "joint" or double degree within the degree programmes offered at the university of applied sciences.

3 CHAPTER***Regulations Pertaining to the Degree*****3 § Languages of Instruction**

The general language of instruction at the Saimaa University of Applied Sciences is Finnish. In certain degree programmes, the language of instruction is English. Degree programmes may be offered also in other languages.

4 § Measurement of Study

The unit of measurement designating time of study is "credit points" where each point is defined by the amount of student work done to achieve points. One year of study comprises an average of 60 credit points and is equivalent to 1600 hours of student work.

5 § Length of Study

According to the regulations, the length of study to attain a degree as a full-time student is 3.5 years in programmes where the required credit points equal 210, and 4 years in programmes where the required credit points equal 240. The second cycle degree programmes includes a study

period of one year where the required credit points equal 60 and 1.5 years where the required credit points equal 90. The length of study in all cases may be legally stretched by one year.

Students who do not complete their studies during the established time periods have one year in which to complete those studies. The student is required to draw up a plan of study and time schedule for the extra year ensuring the completion of the missing studies. The plan must be drawn up and approved by the dean of faculty, or in case of adult students, the director of the adult education, at the latest by the beginning of the extra year, if in the autumn by September 11th, and in the spring by January 11th.

Full-time students must complete their studies within the stated time limits unless they have attained special permission from the dean of faculty for extended study time.

Students not studying on a full-time basis will have their study time determined through counselling and on an individual basis in accordance with their personal degree plans. This type of student may be granted an extended time of study of one year. A student who fails to meet the requirements of the degree plan within the designated time period will lose their right to study. In special cases, the director of the adult education programmes may grant extra time to a student in order for them to finish their degree.

4 CHAPTER

Curriculum and Degree Programmes

6 § Curriculum

The structure of the curriculum and its contents are defined by the degree plans established by each degree programme, and consists of basic studies, professional studies, advanced professional studies, applied practice, and a final thesis. Second cycle degree plans include advanced professional studies, alternative studies, and a final thesis.

Instruction is executed as study units which are grouped as study modules. Courses may be mandatory, alternative, or elective.

7 § Approval of Degree Plans

Degree plans are approved by the dean of faculty. The UAS publishes the degree plans in an electronic planning system for instruction and studies (SoleOPS)

8 § Course Descriptions

Individual course descriptions are stored in the electronic planning system for instruction and studies (SoleOPS). Individual course descriptions including the name of the course, code number, type, level, organizer, goals, contents, scope in credit points, time period, pre-requisites, lecturer, study materials, language of instruction, methods, and grading requirements are found in the student guide.

Changes in study materials, methods, and grading requirements may be made by the lecturer at the beginning of the course. Such changes must be reported to the students and to the office of student affairs in that department and in the planning system for instruction and studies (SoleOPS).

9 § Studies in the Virtual UAS

Studies done through the virtual UAS must be approved by the rector according to the regulations of the virtual UAS.

10 § The Crediting of Studies and deviations from the Study Plan

When carrying out a degree, the student may, according to the decision by the university of applied sciences, receive crediting for studies completed at another higher education institution in Finland or abroad, or at another education institution, and compensate for studies included in the degree with other studies of the same level. According to the decision by the university of applied sciences, the student may also receive crediting and compensate studies included in the degree with competence shown by other means.

Upon the start of the study unit at the latest, the student must submit a related application to the degree programme manager who will decide on the content and scope of the approval as credit points. When evaluating the eligibility for crediting, the following are taken into account: the level, scope and content of the studies, the age of the studies, and the requirements of the degree being carried out. When necessary, the student is given the opportunity to demonstrate that his or her competence meets the requirements of the university of applied sciences.

If the student is dissatisfied with the study unit grade he or she has received on the basis of crediting or the evaluation of a demonstration, he or she may request a rectification from the teacher. A written request for rectification must be submitted within 14 days from the student having been informed about the grade.

The student may deviate from the confirmed curricula, provided that the objectives of the corresponding study units of the university of applied sciences are met. The degree programme manager makes the decision on the confirmed deviation from the curriculum.

If the student is dissatisfied with the written reply by the teacher or with the decision by the degree programme manager, the student may seek rectification from the board of examiners of the university of applied sciences. The demand for a rectification must be submitted within 14 days of the student being informed about the teacher's reply concerning the rectification request, or about the decision by the degree programme manager.

Upon a proposal by the director of the language centre, the rector may grant the student full or partial exemption from the language skill requirements for the second national language for a special reason, or if the student has received his or her education in a language other than Finnish or Swedish, or if the student has obtained his or her education abroad. The student must complete other agreed studies, the credits of which match those of the exemption.

5 CHAPTER

Goals and Achievement of Study

11 § Goals of the UAS Degree

The general goals of UAS degree studies are to give students broad and practical basic skills and knowledge as well as the pertinent theory for them to work as experts in their chosen fields; the tools needed for the promotion and development of their professions; ability to continue their education; adequate language and communication skills; and skills needed to further their professions in the international community.

The goals of basic UAS studies is to give students a broad view of their chosen field of study, its place and importance in society, the workplace, and the world. Additionally, they should orient the students to foundations of basic theory in the chosen field and prepare the students to meet the language requirements established by law regarding UAS graduates. The basic UAS studies may be accomplished in a study programme other than the student's field of study.

The goals of professional studies is to orient the students to the central problems and applications in their chosen fields including the relevant scientific and artistic foundations of such knowledge so that said students will be able to function independently as experts, participate in develop of the profession as well as the work environment.

The goal of professional practice is to train students in a supervised environment regarding the basic practical aspects of work in their chosen field. One week of supervised training equals 1.5 study credits. The dean of faculty or the authorized degree programme manager may give more specific instructions regarding the training period. The adult student in the degree programme may be able to gain credit towards fulfilling the supervised professional practice for years of work in the field of study over and above the number required for entrance to the programme.

12 § Goals of the Second Cycle UAS Degree

The general goals of second cycle UAS degree studies are to enable the student to gain advanced expertise in the theory and practice of their chosen profession; to enable them to be leaders and administrators; to recognize the importance of their fields in the job market, in the community, and in society; to be aware of the improvements in their fields through research and development; to be prepared to continue the process of lifelong learning and continuous personal professional development; and to be prepared with language and communication skills needed to further their professions both at home and in the international community.

The goals of the advanced professional studies in the second cycle degree programmes are to give students the possibility to advance their skills in applying theory to practice, in analysing research, and in directing projects as well as participating actively in research and development.

13 § Bachelor's Thesis and Maturity Test

The bachelor's thesis for the UAS degree is a broad course of study for the preparation of the students in planning and researching areas for development, and working as an expert in their field of study. The extent of study for the bachelor's thesis is 15 credit points. The scope of the thesis in the degree programme in Construction Management is 10 credits.

The goals of the thesis for second cycle UAS degree programmes are to develop and demonstrate the student's ability to apply research to practice, to solve problems in the workplace, and to be experts in the field. The extent of study for the second cycle degree's thesis is 30 credit points.

The thesis is based on a subject agreed upon by the teacher and student. The degree programme manager or various degree programme managers together must approve the subject. The thesis may be done alone or in groups of students, but if done in a group, each group member must be able to demonstrate their own contribution to the whole for evaluation.

A report of the bachelor's thesis must be submitted in accordance with the rules governing the study plan which the student stores in the **Theseus online library and specifies access rights to his or her thesis when storing the thesis.**

The UAS degree requirements include a maturity test in which the students must demonstrate their acquaintance with the profession and their linguistic eloquence in Finnish or Swedish. For students of study programmes that are delivered in English, English may be used as the language in the maturity test in cases where the student has received basic education in a language other than Finnish or Swedish, or has received basic education abroad.

The deans of faculties may give more specific instructions regarding the bachelor's thesis.

14 § Optional or Elective Studies

The degree plans include elective studies where the students may choose courses from other study plans or schools. The UAS may also arrange elective studies in general, or in the schools of study.

Elective studies that are taken from other than this UAS must be of at least the same educational level, and must be graded or evaluated in credits. It is possible that work done in accordance with the goals of the study plan may be counted as UAS level elective studies at the discretion of the dean of faculty.

Elective studies should be approved by manager of degree programme whenever possible prior to the beginning of study.

15 § Student Counselling

The goal of student counselling at the UAS is to help the student with the planning and completion of their studies as well as giving support in career guidance and job acquisition. The content and goals of the guidance programme are available from the deans of faculties.

6 CHAPTER

Admissions

16 § Admissions Process for UAS Degree Programmes

Students may apply to the degree programmes and specialisations offered by the UAS. Young students are selected for admission through the joint application system. The selection criteria approved by the rector and / or the deans of faculties in accordance with the recommendations made by the Ministry of Education are used in selecting students for study.

The deans of faculties decide on the selection of students.

Within 14 days of having been informed of the decision concerning student admission, the student who has sought admission may submit a written application to the governing board of the university of applied sciences for rectification of the decision.

17 § Admissions to Adult UAS Degree Programmes and Master's Degree Programmes

Applications for adult education programmes are sent through the joint application system, with the exception of the Master's Degree Programmes in English. The selection process follows the national selection criteria recommendations as applicable to each degree programme by decision of the Rector, the director of adult education and the dean of faculty in question.

Adult students are selected on the basis of their prior qualifications, work experience and entrance examination. Master's degree students are selected on the basis of their prior qualifications, entrance examination, thesis grades and work experience.

Admission selections are made by the director of adult education together with the dean of faculty.

Within 14 days of having been informed of the decision concerning student admission, the student who has sought the admission may submit a written application to the governing board of the university of applied sciences for rectification of the decision.

18 § Transfer Students

Student transfer refers to transferring a student's right to study from one UAS to another. The transfer can be accepted if

- the student has the right to study at an existing UAS
- the selection criteria for the student's current degree programme are equivalent to those for the desired degree programme
- the student has enrolled attending for at least one semester at the current UAS and has completed the corresponding studies

The dean of faculty decides on accepting a student transfer. The director of adult education and the dean of faculty decide on the acceptance of an adult transfer student.

19 § Admissions to Double Degree Programmes

UAS double degree programmes are based on contracts between different universities. The UAS can approve a candidate who has a right to study in a foreign partner university and who is considered to have adequate knowledge and skills for UAS studies.

The dean admits a double degree student. The dean together with the director of adult education admits adult education students.

20 § Changing Degree Programmes

A student may apply to change from one degree programme to another within a faculty, still pursuing the original degree title. Such a change can be approved, on request by the student, if the selection criteria for both programmes are the same. The dean of faculty decides on the change of degree programme, and in the case of adult students, the decision also involves the director of the adult education.

21 § Admissions for Continuing Adult Education

The studies offered in the continuing education department are designed for furthering the professional abilities of students with a basic UAS education. Adult students are selected for continuing education programmes considering their prior examinations and work experience, and the achievements in possible admission tests. The director of adult education decides on student admissions to continuing education studies.

22 § Admissions to the Open UAS

Study units or study modules from degree programmes resulting in a UAS bachelor's degree or master's degree are carried out at the Open University of Applied Sciences. The UAS has granted the student a time- and content-limited right to study for carrying out the units or modules. Degrees cannot be completed at the open UAS, but the completed studies may be credited when studying in a degree programme at the Saimaa University of Applied Sciences.

Students are accepted to the Open UAS study units in the order of registration. Students other than those completing a degree or specialisation studies at the Saimaa UAS have first priority for separate studies which are only available at the Open UAS.

Open UAS education conforms to the curriculum of the Saimaa UAS. At the Open UAS, students may complete individual study units or more extensive study modules.

7 CHAPTER

Right to Study

23 § Right to Study

The right to study is held by those students who are enrolled for attendance. Only those students who are enrolled at the UAS have the right to participate in studies or sit for examinations for credit.

24 § Enrolment for Study

An admitted student who has announced that he or she accepts the study place must enrol for study at the UAS as specified by the UAS, after which he or she is entered as a student.

To retain his or her right to study at the UAS, every school year the student must register as present or absent as specified by the UAS. For a justified reason, the student may change his or her announcement of presence or absence during the school year. Enrolment may only be changed at the start of a school year.

A student may enrol as “absent” for up to one year at a time, and for a total of 2 years altogether.

For students not studying full-time, the law does not allow them to enrol as “absent”. If this type of student does not attend classes, the time period for right to study will be counted as if he or she had enrolled as “attending”. The director of adult education may make exceptions to this rule in special cases.

If a student has enrolled during the previous year as “absent”, that student must enrol as “attending” or “absent” by the first of August of the next school year.

25 § Loss of Right to Study

A student who has not enrolled as described above loses the right to study.

Students who have not completed their studies in a given time lose the right to study unless, because of special reasons, the dean or the director of the adult education department grants them additional time to complete the studies.

Within 14 days of having been informed of the decision concerning student admission, the student who has sought the admission may submit a written application to the governing board of the university of applied sciences for rectification of the decision.

26 § Recovering the Right to Study and Readmitting the Student

If a student who has lost his or her right to study wants to start his or her studies later or continue them later, he or she must again seek a right to study at the UAS. As a rule, the right to study may be recovered as starting from the beginning of the next school year.

A student who has dropped out or otherwise lost his or her right to study may be accepted to degree programme if the Saimaa UAS still has the right to provide the degree programme in question. When necessary, the student must complete supplementary and competence updating studies in addition to the missing studies.

The dean of faculty decides on recovering the right to study and on the duration of the right to study, and, in regard to adult education, the director of adult education makes the decision together with the dean of faculty. The processing fee of 35 euros in accordance with the degree is charged from the decision on returning the right to study.

Within 14 days of having been informed of the decision concerning the recovering of the right to study, the student in question may submit a written application to the governing board of the university of applied sciences for rectification of the decision.

8 CHAPTER

Grades and Diplomas

27 § Basis for Grades

Assessment is concerned with the whole learning process, i.e., the achievement of pursued aims regarding knowledge and skills as well as the development of such cooperation and social skills as are expected in study and working life environments. Grades given for study courses are based on exercises, examinations, tests and continuous assessment, which are designed to measure how well students know the subject matter dealt with during the study course.

In order to complete a study course, the student has to participate in the studies as specified in the curriculum, and to do practical training and take the examinations as determined by the lecturer at the beginning of the course.

28 § Grading Scale

A grading scale from 1-5 is used for passing a course. The grade of 5 means "excellent", 4 and 3 mean "good", and 2 and 1 mean "satisfactory". The course may also be evaluated on a pass/fail basis, but the teacher must have demonstrable grounds for a failing grade in this case if the student questions the failure.

29 § Taking Mid-Course Tests and Final Exams

In order to take a final or make-up exam other than those taken during class time, the student must fill out an application according to the rules formulated by the dean of faculty. If the student fails to appear for the scheduled exam, and has no valid excuse, then the student will receive a failing grade for that exam. Some courses may include mid-course tests at the discretion of the teacher. Mid-course tests may not be repeated.

If a student fails a mid-course test or an exam, the student has the right to two more chances to take a replacement exam. If the student fails 3 times, the whole course must be taken again either with another class, or individually at the discretion of the teacher.

The student may try one time to take an exam to raise the approved grade on a course.

Course must be taken within one year of the end of the course. Course requirements are valid for one year after the end of the course teaching.

30 § Publishing and Registration of Grades

The teacher must publish grades for the course within 4 weeks of the final class or exam. The dean of faculty may make exceptions to this rule in special circumstances.

The grades must be registered with the student office within a week of publication.

Tests and practical works must be archived for 6 months after publication of grades.

31 § Rectification of Grades

A student who is dissatisfied about a grade received may make a verbal or written request for rectification directly to the person responsible for giving the grade, or to the degree programme manager. By law, the request should be made within 14 days of the publishing of the grades.

If the student is not satisfied with the decision of the teacher or the degree programme manager, the student may make a written request for rectification of the grade to the UAS's board of examiners within 14 days of receiving the decision of teacher/degree programme manager.

9 CHAPTER

Diploma or Transcript of Studies

32 § Contents of the Diploma or Transcript

The UAS gives to the student a diploma and official transcript of studies.

The diploma or transcript of study includes the name of the degree and degree programme, the contents of the major modules, the duration of study, the grades attained, the title of the final project, the record of approved practical training, and the status of the language requirements.

For those students needing a transcript of their work, especially for international use, the UAS is able to make available free of charge a "Diploma Supplement" in English as an attachment to their official transcript.

33 § Application for Diploma

It is the responsibility of the student to file a written application for receipt of a diploma when the required studies have been successfully completed. The application should be given to the appropriate student affairs office at least 2 weeks before the planned date of graduation.

The UAS may also issue a student transcript as needed at the request of the student during the school year.