

DEGREE REGULATIONS

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DEGREE REGULATIONS

CHAPTER 1

General provisions on studies at the university of applied sciences

Section 1 Mission of and education at the university of applied sciences

The activity of Saimaa University of Applied Sciences is governed by the Universities of Applied Sciences Act (932/2014) and the related decree (1129/2014). Saimaa University of Applied Sciences offers higher education degrees in fine arts, business administration, tourism and hospitality management, health care and social services, and technology in accordance with the operating licence issued by the government on 12 December 2013.

The statutory mission of universities of applied sciences is to provide higher education for professional expert jobs based on the requirements of the working world, to support the professional growth of students, carry out applied research, development and innovation activities and artistic activities that serve education in universities of applied sciences and promote industry, business and regional development, carry out applied research, development and innovation activities, and take the industrial structure of the region into account. In carrying out their mission, universities of applied sciences shall promote lifelong learning and provide and develop adult education to maintain and promote transferable skills.

Section 2 Degrees and other training in the university of applied sciences

In accordance with the operating licence issued by the Government on 12 December 2013, students can complete the following higher education degrees at Saimaa University of Applied Sciences.

BACHELOR'S DEGREES

Degree	ECTS credits
Kuvataiteilija (AMK) Bachelor of Culture and Arts	240
Tradenomi AMK Bachelor of Business Administration	210
Restonomi (AMK) Bachelor of Hospitality Management	210
Ensihoitaja (AMK) Bachelor of Health Care (emergency response)	240
Fysioterapeutti (AMK) Bachelor of Health Care (physical therapy)	210
Sairaanhoitaja (AMK) Bachelor of Health Care (registered nurse)	210
Sosionomi (AMK) Bachelor of Social Services (social services)	210

Terveystenhoitaja (AMK) 240
Bachelor of Health Care (registered nurse)

Insinööri (AMK) 240
Bachelor of Engineering

Rakennusmestari (AMK) 210
Bachelor of Construction Management

MASTER'S DEGREES

Kuvataiteilija (ylempi AMK) 60
Master of Culture and Arts

Tradenomi (ylempi AMK) 90
Master of Business Administration

Restonomi (ylempi AMK) 90
Master of Hospitality Management

Ensihoitaja (ylempi AMK) 90
Master of Health Care (emergency response)

Fysioterapeutti (ylempi AMK) 90
Master of Health Care (physical therapy)

Sairaanhoidaja (ylempi AMK) 90
Master of Health Care (registered nurse)

Sosionomi (ylempi AMK) 90
Master of Social Services

Terveystenhoitaja (ylempi AMK) 90
Master of Health Care (registered nurse)

Insinööri (ylempi AMK) 60
Master of Engineering

Students who have started their studies before 1 January 2014 may finish their studies at Saimaa University of Applied Sciences even if Saimaa University of Applied Sciences is no longer obligated to teach the subject area. In accordance with the institution's operating licence, students may complete and receive the degree pursuant to the legislation in force prior to the current operating licence.

Students may also complete joint or double degrees based on agreements between higher education institutions.

Section 3 Other education

The university of applied sciences arranges professional specialisation programmes, open university of applied sciences education and other continuing education to the extent decided by the vice president.

Section 4 Language of instruction and degrees

The language of instruction and degrees at Saimaa University of Applied Sciences is Finnish. In accordance with the educational responsibilities mentioned in the operating licence of Saimaa University of Applied Sciences, students can complete their studies in Finnish. In addition, the university of applied sciences teaches certain degree programmes in English. Degree programmes may also arrange individual courses in other languages.

Section 5 Credits for studies

Studies in a university of applied sciences leading to a Bachelor's degree must correspond to at least three and no more than four academic years of full-time studies. The duration of degree studies may be extended for special reasons. Studies in a university of applied sciences leading to a Master's degree must correspond to at least one and no more than one and a half academic years of full-time studies. The university of applied sciences must arrange studies leading to a degree in a way that enables full-time students to complete the studies in the time mentioned above.

Studies are measured in ECTS credits, which indicate the student input required for each course. The number of credits assigned to a course depends on the workload it requires. The average workload required for one academic year of studies corresponds to 60 ECTS credits.

The Bachelor's degrees at Saimaa University of Applied Sciences require 210 or 240 ECTS credits. The Master's degrees require 60 or 90 ECTS credits.

Bachelor's degree studies include a practical training that promotes professional skills and is worth at least 30 ECTS credits.

Section 6 Duration of studies

For a Bachelor's degree worth 210 ECTS credits, the normal duration is 3.5 years of full-time studies, and for one worth 240 ECTS credits, it is 4 years. In the curriculum of the university of applied sciences, the duration of a Master's degree worth 60 ECTS credits is two years, and that of a Master's degree worth 90 ECTS credits is 2.5 years. The maximum duration of the studies is one year more than the normal duration.

Students who are unable to complete their degree within the normal duration may continue their studies for one more year (+1 year). Students must prepare a study plan and schedule for their missing courses. The plan is approved by the education manager. The study plan must be prepared and approved by the enrolment for the first academic year that exceeds the normal duration of the studies; in the autumn semester by 11 September and in the spring semester by 11 January.

Students must complete their studies within the maximum duration unless the education manager grants an extension for special reasons. Students must apply for the extension before the maximum duration expires. As a rule, students who receive an extension follow the curriculum that was in force when they first started their studies. The processing fee for an extension application is determined on the basis of the related government decree.

CHAPTER 2

Curricula and structure of studies

Section 7 Structure of studies

The university of applied sciences decides on curricula that define the structure and content of studies.

Studies leading to a Bachelor's degree include basic, professional and elective studies, practical training that promotes professional skills, and a final thesis.

The Master's degree includes advanced professional studies, elective studies and a final thesis.

The education is mainly carried out as courses, which are grouped into larger modules. The courses may be compulsory, optional or elective.

Section 8 Approval of curricula

Deans approve the curricula. The university of applied sciences publishes its curricula in an online planning system for studies.

Descriptions of individual courses are uploaded to the online planning system. A course description includes the course's name, code, type, level, organiser, learning outcomes, content, ECTS credits, year of studies, required prior studies, teacher in charge, learning material, language of instruction, teaching methods, and requirements for passing.

Teachers may provide more detailed information on the learning materials, teaching methods and passing requirements at the beginning of the course. Teachers inform students of all changes and post the information to the online planning system for studies.

Section 9 Duration of studies and curricula applied

Students follow the curriculum that is in force when they first register as attending. A curriculum is in force no less than the normal duration of degree studies (3.5-4 years for a Bachelor's degree and 2 years for a Master's degree), and after that, the students may start to apply the most recent curriculum. Students will then need to prepare a new personal study plan that observes the most recent curriculum.

Students whose study right has been reinstated or students who have reapplied to study mainly follow the curriculum in force when they recommence their studies. Students who have been absent over a year may be assigned to follow the most recent curriculum in force when they recommence their studies. If necessary, students who have returned after an absence or interruption prepare a new personal study plan in accordance with changes to the curriculum.

Section 10 Credit transfer and making exceptions to the approved curriculum

Students completing a degree may, based on a decision given by the university of applied sciences, transfer credits from studies they have carried out in other higher education institutions in Finland or

abroad or another educational institution and thus substitute studies in the degree with other studies of the same level. The university of applied sciences also allows students to transfer credits or substitute courses in their degree through other modes of recognition.

Students must submit an application for credit transfer or substitution to the education manager or liaison in the Language Centre for approval of the content and credits of the studies. The assessment of the application takes into consideration the level, credits, content, and completion date of the transfer studies as well as the requirements of the degree the student is completing. Students may also be given the chance to demonstrate that they have the skills required in studies at the university of applied sciences.

Students who are dissatisfied with the grade given in their credit transfer decision or recognition of prior learning may request a correction from the teacher. A written request must be submitted within 14 days of the date on which the student received the grade. The teacher responds to the request in writing.

Students may depart from the approved curricula if they are still able to fulfil the requirements of corresponding courses in the university of applied sciences. Permission to depart from an approved curriculum is given by the education manager.

Students dissatisfied with the teacher's written response or the education manager's decision may lodge an appeal with the degree board of the university of applied sciences. The student must make the appeal within 14 days of having received the teacher's response or education manager's decision.

A dean may, based on a proposal by the director of the Language Centre, exempt a student partially or fully from the requirements regarding skills in the other official language of Finland on special grounds or if the student has received his/her basic education abroad or in a language other than Finnish or Swedish. In such cases, students must complete a corresponding number of ECTS credits of other studies agreed.

CHAPTER 3

Objectives and implementation of studies

Section 11 Objectives of Bachelor's studies

The general objectives of the studies are to provide students extensive practical knowledge and skills and basic theories for working as an expert in the field in question, a foundation for following and promoting the development of the field in question, the capacity for lifelong learning, sufficient communication and language skills, and skills needed to operate internationally in the field in question.

Basic studies aim to give students an extensive general understanding of the societal, professional and international position and importance of the field in question, acquaint students with the general theories in the field and with communication, and give students the language skills referred to in decree 1129/2014, section 7.

Professional studies aim to familiarise students with the key problems and applications of professional duties in the field and with their scientific or artistic basics in a way that enables the student to work independently as an expert in the field, in development duties and as an entrepreneur and to participate in the development of the working community.

Practical training that promotes professional skills acquaints students in a supervised context with key practical duties connected to the professional studies and with the application of knowledge and skills in the world of work. One continuous practical training week corresponds to 1.5 ECTS credits. The education manager may also give more detailed guidelines concerning practical training.

Section 12 Objectives of Master's studies

The general objective of the studies is to provide students with wide-ranging, in-depth knowledge of the field in question and the theoretical knowledge necessary for demanding expert and management jobs in the field; a profound understanding of the field, its position in the world of work, and its societal importance; the ability to follow research data and follow and analyse the development of professional practices in the field in question; the capacity for life-long learning and the continuous development of professional skills; good communication and language skills needed at work, and skills needed in international interaction and professional activity.

Advanced professional studies enable students further to develop their ability to apply theory to practice, their analytical, project management and social skills, and their capacity to take part in research and development.

Section 13 Final thesis and maturity test

The final thesis of the Bachelor's degree is a study module involving a design or research assignment, which aims to develop and demonstrate the students' abilities to apply their knowledge and skills to a practical expert task connected to their professional studies. The Bachelor's thesis is worth 15 ECTS credits. However, the final thesis for the degree of Bachelor of Construction Management is 10 ECTS credits.

The final thesis for the Master's degree develops and demonstrates the capacity for demanding expert jobs and the ability to apply research-based knowledge and selected methods to analyse and solve professional problems. The Master's thesis is worth 30 ECTS credits.

The student and teacher together agree on the topic of the thesis. The topic is confirmed by the education manager or the deans in cooperation. The final thesis can also be a group project of two or more students. However, in such cases the parts of the thesis prepared independently by each student should be distinguishable. These parts should be evaluated separately.

Students write a written report on their final thesis project in accordance with the instructions in the curriculum. Students upload the report to the Theseus online library and define its user rights. Students may not attempt to improve a passing grade for their final thesis.

To complete their degree, students take a maturity test on the topic of their final thesis, demonstrating their knowledge of the topic area and their Finnish or Swedish skills. For students who have received their basic education abroad, the education manager decides the language of the thesis.

Specific instructions are issued on the final thesis and its assessment.

Section 14 Elective studies

The degrees include elective courses, which students may take also in other fields of study. The university of applied sciences or the student's field of study may also arrange special elective courses.

Elective studies completed elsewhere must correspond to the level of the student's degree studies. Elective studies must be possible to evaluate and measure in ECTS credits. Work connected to the objectives of the university of applied sciences may also be accepted into elective studies based on a policy decision by the vice president.

As a rule, the education manager approves an elective course before it starts.

Section 15 Study guidance

Study guidance at the university of applied sciences aims to help students to plan and complete their studies and support students in career planning and finding employment. The vice president gives more detailed instructions on the content and implementation of study guidance.

CHAPTER 4

Student admissions

Section 16 Admission to Bachelor's and Master's studies at the university of applied sciences

Students are admitted to degree programmes. Applications are submitted in accordance with the joint application procedure with the exception of the Master's programme in English. The admission process observes the national admission criteria recommendations to the extent decided by the dean.

Students who have completed open university of applied sciences courses may apply to a degree programme through separate admissions paths. The courses which the student includes in the application documents must be in the student register before the student can be granted the right to study in a programme. The university of applied sciences employs rolling admissions, which means that the study right for a degree starts at the beginning of the next semester. The vice president decides on student admissions.

Students aiming for a Bachelor's degree may apply through separate admissions after they have completed at least 60 ECTS credits of studies related to the degree programme. Students aiming for a Master's degree may apply through separate admissions after they have completed 20 ECTS credits of studies related to a programme of 90 ECTS credits, or 15 ECTS credits of studies from a 60-credit programme. Applicants to Master's programmes must also be eligible for the programme.

Moreover, section 26 Accessibility and prerequisites for admission and section 27 Access to information relating to admissions of the Universities of Applied Sciences Act (932/2014) apply to admissions to health care and social services programmes. The procedure is explained in Appendix 1 to the degree regulations.

A person who has applied for admission may submit a written request to the degree board for the rectification of an admission decision within 14 days of the receipt of the admission decision. Appeals against the degree board's decision may be brought before the Administrative Court of Eastern Finland.

Section 17 Admission of transfer students

Transfer students are students who apply to transfer their right to study from one university of applied sciences to another. The university of applied sciences may approve transfer students

- who have a valid study right at a Finnish higher education institution

- who have, as a rule, enrolled as attending in their current institution for one semester and completed the corresponding studies.

The vice president decides on student admissions.

Section 18 Admission to double degree programmes

The university of applied sciences has concluded bilateral agreements with other higher education institutions that enable students to complete double degrees. The university of applied sciences may admit an applicant with a valid study right at a foreign partner institution and who the university of applied sciences considers to have sufficient knowledge and skills for studies at the university of applied sciences. The vice president decides on student admissions.

Section 19 Separate right to study

Students who have forfeited their right to study may apply for a separate right to study. The aim is to give students the opportunity to finish a Bachelor's degree they have started in a Finnish university of applied sciences. No more than 60 ECTS credits may be missing from the incomplete degree. Also open university of applied sciences courses may be included. Students applying for a separate right to complete a Master's degree do not need to meet any ECTS credit requirements.

The duration of a separate right to study may be no more than three semesters. Students with a separate right to study must enrol as attending. Discretionary extensions to study rights are not granted. The university of applied sciences determines the admission criteria. The study right application is subject to a processing fee of 50 euros in accordance with the government decree 1440/2014, section 3.

Students may be granted a separate right, limited in duration and scope, to study courses included in a Bachelor's or Master's degree. If the right to study is based on cooperation agreements between higher education institutions, no processing fee will be charged.

Decisions on separate rights to study are made by the vice president.

Students have the right to submit a written request to the degree board for the correction of a student admission decision within 14 days of having received the decision. Appeals against the degree board's decision may be brought before the Administrative Court of Eastern Finland.

Section 20 Admissions to open university of applied sciences instruction

Studies forming part of a Bachelor's or Master's degree for the completion of which the student has been granted a right to study, limited either in duration and scope, can be completed as open university of applied sciences instruction. This can be done if the student has sufficient skills to complete the studies and there is room in the group. Students are admitted to open university of applied sciences courses in order of registration. The Language Centre director decides on admissions to language courses, and the education manager on admissions to other courses.

CHAPTER 5

Right to study

Section 21 Right to study

Students enrolled as attending have the right to study. Only attending students are entitled to take part in instruction and examinations at the university of applied sciences and receive entries to the student register.

Section 22 Enrolment

Persons who have been admitted to a degree programme and have accepted their study place must enrol as a student in the way defined by the university of applied sciences. After this, the person is registered as a student.

To maintain their right to study, students must enrol each academic year as attending or non-attending in the way defined by the university of applied sciences. Students can modify their enrolment only at the beginning of each semester. For a valid reason, students may change their enrolment as attending or non-attending during the academic year.

Students who have started their studies before 1 August 2015 may enrol as non-attending for a maximum of two academic years, but only for one academic year at a time.

Students who have started after 1 August 2015 are entitled to enrol as non-attending in their first academic year if it coincides with

1. service referred to in the Conscription Act (1438/2007), Non-Military Service Act (1446/2007) or the act on women's voluntary military service (194/1995);
2. maternity, paternity or parental leave; or
3. the student's own illness or disability, which prevents the student from starting his or her studies.

For other reasons, students may enrol as non-attending for a total of no more than two semesters.

Students who have previously enrolled only as non-attending must enrol as attending for the academic year by 1 August.

Section 23 Forfeiting one's right to study

Students who have not registered as defined by the university of applied sciences forfeit their right to study.

Students who have not completed their studies in the time defined forfeit their right to study unless the dean for a special reason grants them an extension to complete their studies.

Students may submit a written request to the degree board for the correction of a decision concerning the forfeiting of their study right within 14 days of having received the decision. Appeals against the degree board's decision may be brought before the Administrative Court of Eastern Finland.

Section 24 Transfers between degree programmes

Students at the university of applied sciences may apply to transfer from one degree programme to another within the same field if their final degree remains the same and the admission criteria have been the same. The education manager makes decisions concerning transfers between degree programmes.

Section 25 Revocation of the right to study

The right to study may be revoked if the studies involve requirements concerning the safety of minors, patients, customers or traffic. Sections 33 and 34 of the Universities of Applied Sciences Act apply to the revocation of the right to study. The process of revoking the right to study is described in Appendix 2.

The decision to revoke the right to study is made by the board of directors of the university of applied sciences based on the president's proposal.

Students may lodge an appeal against the revocation decision in the national board for students' legal protection within 14 days of the receipt of the decision, and after that in the Helsinki Administrative Court. The revocation decision may be enforced despite appeals unless the national board for students' legal protection or the Helsinki Administrative Court expressly forbids it.

The university of applied sciences is obligated to inform the National Supervisory Authority for Welfare and Health Valvira of decisions to revoke rights to study and grounds for them.

Section 26 Reinstatement of the right to study

Students who have forfeited their right to study at Saimaa University of Applied Sciences but later wish to continue their studies must submit an application to the university of applied sciences to have their right to study reinstated. As a rule, the right to study may be reinstated as of the beginning of the following semester.

Students who have dropped out or otherwise lost their right to study in a degree programme may have their right reinstated if Saimaa University of Applied Sciences is still licensed to arrange the programme. If necessary, the students must complete supplementary studies to update their skills in addition to the degree studies.

The education manager makes the decision on the reinstatement of a right to study and its duration. The reinstatement decision is subject to a processing fee of 50 euros in accordance with the government decree 1440/2014, section 3.

Students have the right to submit a written request to the degree board for the correction of a reinstatement decision within 14 days of having received the decision. Appeals against the degree board's decision may be brought before the Administrative Court of Eastern Finland.

In addition, students whose right to study has been revoked based on issues regarding health or functional capacity referred to in section 33 of the Universities of Applied Sciences Act may apply for the reinstatement of their right to study. The process of reinstating the right to study is described in Appendix 2. The reinstatement of the right to study requires that the applicant demonstrates that the reasons for revoking their right to study no longer pose an issue. The decision to reinstate the right to study is made by the board of directors of a university of applied sciences based on the president's proposal. Section 58 of the Universities of Applied Sciences Act (932/2014) provides for appeals against the decision.

Section 27 Disciplinary action

In accordance with section 38 of the Universities of Applied Sciences Act (932/2014), students may be issued a written caution if they

- 1) disrupt teaching,
- 2) behave violently or threateningly,

- 3) act under false pretences or otherwise cause disorder at the university of applied sciences,
- 4) refuse to present the drug test certificate referred to in section 36, or
- 5) according to the account referred to in section 36, have used narcotics for purposes other than medical treatment in a way which undermines their functional capacity.

If the act or neglect is serious or if the student carries on the inappropriate behaviour referred to in subsection 1 after having been cautioned, he or she can be suspended from the university for a fixed period of no more than one year.

Saimaa University of Applied Sciences has issued separate instructions for addressing cases of student misconduct.

The decision in regard of a written caution to a student shall be made by the president of the university of applied sciences, and in regard of a suspension by the board of directors of the university of applied sciences. Before the decision is taken, the deed or neglect causing the disciplinary measure must be specified, the necessary investigation be made and the student be given an opportunity to be heard in the matter.

An appeal against a decision issued by the board of directors of the university of applied sciences is lodged in an administrative court. The decision to suspend a student may be carried out regardless of an appeal against it unless otherwise ordered by an administrative court (Universities of Applied Sciences Act 932/2014, section 39).

During a suspension, students may not take part in instruction or examinations or receive entries of study attainments in their records. Entries of disciplinary measures are made to the student's records in the student information system to an additional secured section that only the Student Services staff can access.

CHAPTER 6

Completion and assessment of courses

Section 28 Registration and approval

Students register for all courses through the student administration system according to a schedule given in advance. As a rule, students whose degree programme curriculum lists a given course as compulsory are given precedence to attend that course. Students admitted to adult and multi-modal education and Master's studies take precedence on related courses.

When instruction starts, the teacher may accept the confirmed maximum number of students to a course. Students accept their seat by attending the initial lesson or in another way agreed with the teacher, such as by submitting the first learning assignment. Students unable to take part in the start of instruction due to illness or another hindrance may also confirm their space in the course by informing the teacher in advance. Admission to a course is contingent on whether the student has been verified to meet the prerequisites for the course.

Section 29 Assessment policies

Assessment always focuses on the skills and knowledge defined in the learning outcomes of the course. Grades are defined based on the course's assignments, examinations, tests, continuous assessment or other assessment methods that measure the student's grasp on issues dealt with on the course.

The course descriptions define the prerequisites and requirements for passing the courses. Teachers may further specify the requirements when the course starts.

The requirements for passing are in force for a year after the course ends.

Section 30 Assessment scale

The passing grades for study attainments are excellent (5), good (4 and 3) or satisfactory (2 and 1). A course may also be assessed on the scale pass/fail. A teacher must give grounds for failing a study attainment if the student in question so requests.

Section 31 Midterm and final examinations

Students must register for examinations in the way defined by the vice president. Students who register for an examination but fail to take part without a valid reason receive a failing grade. A course may also be completed by taking midterm examinations if the option is mentioned in the course description or at the start of the course.

Students who fail a final or midterm examination are entitled to retake the examination on no more than two scheduled examination retake dates announced when the course begins or through other retake arrangements (e.g. e-examination system). This does not apply to competence demonstrations. Students who fail an examination three times must complete the course again in accordance with the curriculum in force or to the extent defined by the teacher.

Students may attempt to improve a passing grade once within a year of the date the grade was entered into the student's records. To improve the final grade of a course, students may only retake the course's examinations or their equivalents. The retakes must take place on either of the examination retake dates announced at the beginning of the course) or through other retake arrangements (e.g. e-examination system). The higher grade will remain in force. Students may not attempt to raise a passing grade for their final thesis. Students may no longer attempt to improve their grades after they have graduated. Students who have received a passing grade for a course may retake the entire course only if the education manager approves it.

The university of applied sciences stores written study attainments for six months after their results have been released. During that period, all missing parts of the attainment must be completed unless otherwise agreed with the teacher.

Section 32 Release and registration of grades

Teachers must inform students of their grades within four weeks of an examination or other completed assignment. For special reasons, the education manager may grant teachers an extension for assessments. Teachers must enter study attainments into the student records within a week of the assessment. All study attainments are entered into student records and cannot be removed.

Students must have the opportunity to review their assessed written or otherwise stored assignments and examinations.

Examination scripts and assignments are stored for six months after the release of the grades.

Section 33 Correction of the assessment of study attainments

If students are not satisfied with their grades, they may either orally or in writing request a correction from the teacher who gave the grade. According to law, students must submit the request in writing within 14 days of the day the grade was made known. They also have the right to find out why they were given the grade.

Students dissatisfied with the teacher's decision may submit a written appeal to the degree board of the university of applied sciences within 14 days of the receipt of the decision.

CHAPTER 7

Degree certificates and miscellaneous provisions

Section 34 Content of the degree certificate

The university of applied sciences gives graduates a degree certificate attesting to the completion of the degree.

The certificate must state the name of the degree, the key content of the degree, the assessment of study attainments, the number of ECTS credits, and the title of the final thesis. The Bachelor's degree certificate must also mention the approval of the student's internship and the student's skills in the other official language of Finland.

The university of applied sciences also includes an international Diploma Supplement in the degree certificate or other certificate of students who have completed a degree or studies at the institution.

Section 35 Applying for certificates

Students who have completed all of their studies must apply for a degree certificate in writing. The degree certificate will be submitted to the Student Affairs Office at least two weeks before the intended graduation date.

During their studies, students may also request a certificate on studies they have completed.

Section 36 Degree board

The university of applied sciences has a degree board, which handles appeals concerning student admissions and study attainments. The board of directors of the university of applied sciences appoints the chair and members of the degree board.

Appendix 1:

Admissions in cases referred to in section 26 of the Universities of Applied Sciences Act

The health and functional capacity of applicants to social services and health care studies must be such that they do not pose an impediment to the studies. Applicants to social services and health care studies must take into consideration that

- The studies and related profession require balanced mental health
- Musculoskeletal disorders, chronic skin conditions and allergies may become a health problem during studies or later at work
- Bloodborne diseases may restrict employment
- The field is not suitable for alcohol and substance abusers.

The university of applied sciences requires applicants to assess whether they consider their health and functional capacity to meet the requirements of the studies. The admissions office will contact applicants who do not consider their health and functional capacity to meet the requirements of the studies and will advise them to take part in a health assessment.

The assessment will be performed by a health care organisation under contract with Saimaa University of Applied Sciences to ensure the equal treatment of applicants assessed. The university of applied sciences is responsible for these assessments and related costs.

The health care organisation supplies the admissions office with a certificate on the applicant's health. The applicant is entitled to a copy of the certificate. If there is no impediment to the applicant's studies in social services and health care, the information is registered and stored in the admissions office. The applicant's admission process then continues normally.

If the admission process reveals that the applicant's health and functional capacity does not meet the admission requirements, the admission committee advises the applicant to take part in a health assessment, as described above.

If the university of applied sciences does not receive the required documents by the deadline it has given or the student's health is an impediment to admission, the university of applied sciences cannot admit the applicant as a student.

The process is documented and its stages, dates and processors recorded.

Applicants have the right to appeal the admission decision with the board of directors of the university of applied sciences.

Appendix 2:

Revocation and reinstatement of a right to study in cases referred to in sections 33 and 34 of the Universities of Applied Sciences Act

Before a student's right to study is revoked, the student and teacher tutor discuss ways to help the student. Students are ensured access to sufficient study guidance and other support.

At least two staff members from the university of applied sciences must be involved in assessing the student's capacity for studies. This is a legal safeguard for both the student and the staff.

The person making the observation contacts the education manager or teacher tutor. The education manager or teacher tutor discuss the matter with the student and agree on further measures.

The matter is further handled by a group consisting of the president, dean, education manager and teacher tutor. The student takes part in the handling of the matter. The student is entitled to invite a health care professional to the event, such as a physician or other support person.

Before the revocation of the right to study can be proposed, the student, education manager and dean first resolve whether the student could transfer to another programme at the university of applied sciences. The student may consent to transferring to a programme of which he/she meets the requirements. A decision is made on the student's transfer to another programme and the revocation of the current right to study is recorded (Universities of Applied Sciences Act 932/2014, section 33).

The handling of such matters is always documented in meeting minutes that include the following:

- Description of the initiation of the process.
- The student's view of the situation
- Possible expert statements
- Decision and its grounds
- Review, approval and signing of the document by all those involved
- The document is stored in the Student Affairs Office taking into account provisions on filing and secrecy.

Decision to revoke the right to study

The decision to revoke the right to study is made by the board of directors of the university of applied sciences based on the president's proposal.

Students may lodge an appeal against the revocation decision with the national board for students' legal protection within 14 days of the receipt of the decision, and after that with the Helsinki Administrative Court.

The revocation decision may be enforced despite appeals unless the national board for students' legal protection or the Helsinki Administrative Court expressly forbids it.

Providing information of the revocation of the right to study

Saimaa University of Applied Sciences is entitled to receive information on pending revocation procedures from another higher education institution if the student in question is applying to Saimaa University of Applied Sciences.

Saimaa University of Applied Sciences is obligated to inform the National Supervisory Authority for Welfare and Health Valvira of pending revocations of rights to study in Valvira's fields of operation.

Reinstatement of the right to study

Students whose right to study has been revoked based on issues regarding health or functional capacity referred to in section 33 of the Universities of Applied Sciences Act may apply for the reinstatement of their right to study.

The reinstatement of the right to study requires the applicant to demonstrate that the reasons for revoking the right to study no longer pose an issue. The reinstatement application is submitted to the Records Services of Saimaa University of Applied Sciences and addressed to the board of directors of Saimaa University of Applied Sciences. Students must provide statements on their health to the university of applied sciences. There is no deadline for applying for the reinstatement of a right to study.

The decision to reinstate the right to study is made by the board of directors of the university of applied sciences (Universities of Applied Sciences Act, section 35) based on the president's proposal.

Students may lodge an appeal against the reinstatement decision with the national board for students' legal protection within 14 days of the receipt of the decision, and after that with the Helsinki Administrative Court.

The university of applied sciences is obligated to inform the National Supervisory Authority for Welfare and Health Valvira of decisions to reinstate rights to study in a field concerning Valvira and grounds for them.