

DEGREE REGULATIONS

Approved by the Governing Board of the Saimaa University
of Applied Sciences
on 22 February 2017
Implemented on 22 February 2017

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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 and catering, social services and health, technology, business and administration in accordance with laws pertaining to universities of applied sciences (932/2014) and based on governmental decrees (1129/2014).

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.

2 CHAPTER

Degree Qualifications

2 § Degree Qualifications

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

UAS DEGREES

Bachelor´s Degrees	Title	ECTS (credits)
Bachelor of Culture and Arts	Visual Artist	240
Bachelor of Tourism and Hospitality Management	Bachelor of Hospitality Management	210
Bachelor of Engineering	Bachelor of Engineering	240
Bachelor of Engineering	Bachelor of Construction Management	210
Bachelor of Health Care	Emergency Nurse	240
Bachelor of Health Care	Physiotherapist	210
Bachelor of Health Care	Registered Nurse	210

Bachelor of Social Services	Bachelor of Social Services	210
Bachelor of Health Care	Public Health Nurse	240
Bachelor of Business Administration	Bachelor of Business Administration	210

Master's Degrees

Master's Degree in Fine Arts and Design	Master of Culture and Arts	60
Master's Degree in Health Care	Master of Health Care Emergency Nurse (higher degree) Physiotherapist (higher degree) Public Health Nurse (higher degree) Registered Nurse (higher degree)	90
Master's Degree in Social Services	Master of Social Services (higher degree)	
Master's Degree in Engineering	Master of Engineering	60
Master's Degree in Business Administration	Master of Business Administration	90
Master's Degree in Tourism and Hospitality Management	Master of Hospitality Management	90

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.

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 (ECTS) 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 include a study period of two years where the required credit points equal 60 ECTS and 2.5 years where the required credit points equal 90 ECTS. 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 degree programme manager, at the latest by the beginning of the extra year, in the autumn by September 11th, and in the spring by January 11th.

Students must complete their studies within the stated time limits unless they have attained special permission from the dean for extended study time.

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 consist of basic studies, professional studies, elective studies, applied practice, and a final thesis. Second cycle degree plans include advanced professional studies, elective 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. 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 in the planning system for instruction and studies (SoleOPS).

9 § 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 manager of the language centre, the dean 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

10 § 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 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 ECTS 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.

11 § 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.

12 § Thesis and Maturity Test

The 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 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 degree programme managers may give more specific instructions regarding the bachelor's thesis.

13 § 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 vice rector.

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

14 § 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 vice rector.

6 CHAPTER

Admissions

15 § Admissions Process for UAS Degree Programmes and Master's Degree Programmes

Students apply to the degree programmes offered by the UAS. Students are selected for admission through the national joint application system with the exception of the Master's degree programme in English. The selection criteria approved by the dean in accordance with the recommendations made by the Ministry of Education are used in selecting students for study.

Students who have studied at the Open UAS can apply to become degree programme students through a separate application process. Open UAS credit points must be entered in the credit register before the right to study is awarded. The studies at all open universities of applied sciences are accepted. Application is continuous and the degree programme study right starts at the beginning of the next semester. The degree programme manager decides on the selection of students.

Students aiming for a UAS degree can use the separate application process to apply for degree studies once they have at least 60 programme-specific credit points. Students aiming for a higher UAS degree can use the separate application process to apply for degree studies once they have 20 programme-specific credit points in the case of programmes of 90 credit points, or 15 programme-specific credit points in the case of programmes of 60 credit points. Students applying to be higher UAS degree students must also have the required eligibility to apply.

Furthermore, in the fields of social services and health care, the provisions of the act on universities of applied sciences (953/2014), section 26: Eligibility for UAS education, and section 27: Access to information concerning admission are also taken into account. A description of the procedure is appended to these degree regulations (Appendix 1). The degree programme manager decides 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 board examiners for rectification of the decision.

16 § 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 a valid study right at a Finnish UAS or university
- the student has enrolled attending for at least one semester at the current UAS or university and has completed the corresponding studies

The degree programme manager decides on accepting a student transfer.

17 § 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 degree programme manager admits a double degree student.

18 § Special Right to Study

A student who has lost his or her right to study and later applies to get it back can be awarded a special right to study. The aim is that the student continues earlier studies completed at any Finnish university of applied sciences and graduates from the UAS. The number of credits lacking from the degree can be a maximum of 60 ECTS. The credits completed at the Open UAS are taken into consideration. There are no credit requirements for students who apply to a Master's degree programme.

The study right is awarded for the maximum of three semesters. Additional semesters are not granted. The student with a special study right must enroll as a "present" student. The university of

applied sciences defines the selection criteria. According to the decree 1440/2014 section 3, the fee of 50 euros is charged for processing the application of a special right to study.

Studies belonging to Bachelor's and Master's degrees, to which the student has been awarded a time- or content-limited study right can be completed as special studies. If the right to study is based on cooperation agreements between universities, the fee for processing the application is not charged.

The degree programme manager decides on the special right to study.

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 board of examiners for rectification of the decision. The rectification of the decision of the board of examiners can be applied from the administrative court of Eastern Finland.

19 § 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.

The degree programme manager admits students. 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.

7 CHAPTER

Right to Study

20 § 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.

21 § 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.

The students who started their studies before 1 August 2015: A student may enrol as “absent” for up to one year at a time, and for a total of 2 years altogether.

The students who started their studies 1 August 2015 or later: According to the Polytechnics Act, a first-year student may register as absent for the academic year for the following reasons only:

1. service under the Conscription Act (1438/2007), Non-Military Service Act (1446/2007), or Act on Women's Voluntary Military Service (194/1995);
2. maternity, paternity or parental leave;
3. the student cannot begin studies due to being incapacitated by personal illness or injury.

During the studies a student may enrol as "absent" for other reasons for a total of 2 semesters altogether.

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.

22 § Loss of the 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 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 board of examiners for rectification of the decision. The rectification of the decision of the board of examiners can be applied from the administrative court of Eastern Finland.

23 § 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 degree programme manager decides on the change of degree programme.

24 § Cancelling the Right to Study

It is possible to cancel the right to study when the studies include requirements for the safety of minors, patients and customers, or for road safety.

When cancelling the right to study the regulations of the articles 33 and 34 in the law of universities of applied sciences 932/2014 are followed. The process of cancelling the study right is illustrated in Appendix 2 of these degree regulations.

The decision of cancelling the right to study is made by the governing board of the Saimaa University of Applied Sciences and it is based on the rector's motion.

Within 14 days of having been informed of the decision concerning the cancelling of the right to study, the student may submit an application to the national legal protection board of students and after that to the administrative court of Helsinki for rectification of the decision. The decision of cancelling the right to study can be executed regardless of the appeal if the legal protection board of students or the administrative court does not forbid the execution of the decision.

The university of applied sciences is obliged to inform Valvira (National Supervisory Authority for Welfare and Health) on the decisions of cancelling the right to study together with statements on reasons when the cancellations concern the fields of study at the UAS.

25 § Recovering the Right to Study

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 degree programme manager decides on recovering the right to study and on the duration of the right to study. The processing fee of 50 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 board of examiners for rectification of the decision. The rectification of the decision of the board of examiners can be applied from the administrative court of Eastern Finland

26 § Instructions for disciplinary measures

Under the act on universities of applied sciences (932/2014, section 39), a student may be issued with a written caution if he or she:

- 1) disturbs the teaching
- 2) acts in a violent or threatening manner
- 3) acts fraudulently or otherwise violates order at the UAS
- 4) refuses to present the certificate for a drug test referred to in section 36 of the act on universities of applied sciences or
- 5) on the basis of the account referred to in section 36, has used narcotic drugs for non-medical purposes to the detriment of his or her functional capacity.

If the act or failure is serious, or if the student continues the inappropriate behaviour referred to in sub-section 1, he or she can be suspended from the UAS for a fixed period of no more than one year.

The Saimaa University of Applied Sciences employs the following disciplinary methods:

1. a reprimand by the degree programme manager, which will be documented
2. a written caution issued by the rector
3. a decision by the governing board of the UAS to suspend the student for a fixed period of time of no more than one year

The decision to issue a written caution to the student is made by the rector, and the decision to suspend the student for a fixed period is made by the governing board of the UAS. Before the matter is resolved, the act or failure leading to disciplinary action must be identified, a necessary investigation into the matter must be carried out and the student must be offered an opportunity to be heard in the matter.

A decision by the governing board of the UAS can be appealed to an administrative court. Unless otherwise ordered by the administrative court, a decision to suspend the student for a fixed period may be enforced despite the appeal (act on universities of applied sciences (932/2014), section 39).

During the period of suspension, the student does not have the right to participate in studies or sit for examinations for credit. Any disciplinary action on a student is recorded in the student's information in the "protected additional information" window in the student information management software. Any information in this window can only be accessed by staff members working in the office of student affairs.

8 CHAPTER

Grades and Diplomas

27 § Basis for Grades

Assessment is concerned with the achievement of pursued aims regarding knowledge and skills. 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.

Course requirements are valid for one year after the end of the course teaching.

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 vice rector. 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 within one year to take an exam to raise the approved grade on a course. Mid-course tests can not be raised. Raising is valid for one year after the end of the course teaching. Better grade comes into force. The approved grade of thesis can not be raised. The decision of the degree programme manager is needed if the student who has passed the course wants to retake the course.

30 § Publishing and Registration of Grades

The teacher must publish grades for the course within 4 weeks of the final class or exam. The degree programme manager 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.

10 CHAPTER

34 § Board of examiners

There is a Board of examiners at the UAS that processes the rectifications of student admissions and grades. The governing board of the UAS nominates the chairman and the members of the board of examiners.

35 § Scholarship Board

There is a Scholarship Board at the UAS that decides the granting and possible recollecting of students' scholarships. Students who are subject to tuition fees are eligible to apply for a scholarship.

The rector nominates the members and the secretary of the Scholarship Board. The decisions by the Scholarship Board cannot be appealed against.