



## DEGREE REGULATIONS

The degree regulations of Lahti University of Applied Sciences provide guidelines on the pursuance of studies as well as the order in which the courses are completed. The Board of Directors of Lahti University of Applied Sciences ratified these degree regulations on 9 June 2011 and they come into force on 1 August 2011.

The degree regulations are based on the Law on Polytechnic Education 351/2003, the Act on Polytechnic Education 352/2003 and the Act on Polytechnic degrees 423/2005 (as they are amended up to 2009).

### 1 Educational task and university education

The educational task of Lahti University of Applied Sciences comprises the following sectors:

1. Culture
2. Social sciences, business and administration
3. Natural sciences
4. Technology, communication and transport
5. Social services, health and sport
6. Tourism, catering and domestic services.

Within the scope of its operations Lahti University of Applied Sciences provides university level education in compliance with the Law on Polytechnic Education (351/2003) to support individuals' professional growth. The University of Applied Sciences performs applied research and development activities which support instruction as well as serve the interest of working life and regional development and take regional business structure into account.

The language of teaching in the University of Applied Sciences is Finnish and English. In foreign language degree programmes it is English. Teaching may also be provided in other languages.

The domicile of Lahti University of Applied Sciences is the City of Lahti.

The University of Applied Sciences offers degree programmes within the scope of its commission. The definitions of degrees are in compliance with Section 3 of the Act 352/2003.

Lahti University of Applied Sciences provides education leading to an AMK degree, second-cycle (Master's) degree, adult education and open education.

### 2 General regulations on degrees

Studies leading to a degree are arranged in the form of degree programmes. A degree programme is a study entity that is planned and provided by the University of Applied Sciences and which focuses on a field of professional duties and its development in working life.

The scope of the degree programmes is 210 – 270 credit units. A credit unit is based on the amount of student input, which comprises all the work a student is required to perform regardless of teaching methods applied or instruction arrangements adopted. One academic year of full-time studies yields 60 credit units and equals 1600 hours of work.

The scope of studies in the culture sector is 240 credit units with the exception of the degree programme in music, whose scope is 270 credit units. In the sectors of social sciences, business and administration, natural sciences, social services, health and sport as well as in tourism, catering and domestic services the scope is 210 credit units with the exception of the degree programme specialization in health care, whose scope is 240 credit units. The training programme in technology, communication and transport equals 240 credit units.



The degree programmes are so structured that one can complete 210-credit-unit studies in three and a half years, 240-credit-unit studies in four years and 270-credit-unit studies in four and a half years.

The scopes of the second-cycle (Master's) degrees are 60 or 90 credit units.

### 3 Degree programmes and curricula

Degree programme curricula define the structure and contents of the degree studies. The University of Applied Sciences publishes an annual study guide for undergraduate and adult education programmes, which include the current curriculum content descriptions and degree requirements in force.

Degree programme curricula are approved by The Board of Directors of Lahti University of Applied Sciences.

Degree programmes can be divided into specializations (Act 352/2003 Section 6 and its revision 423/2005).

#### Structure and objectives of studies leading to a bachelor's degree in a University of Applied Sciences

Degree studies comprise core and professional studies, practical training and a thesis, which includes seminar work and a maturity test. The studies are arranged in study units, which can be compulsory, optional or free electives. Part of the professional studies can be arranged as on-the-job training.

##### Core studies

In Lahti University of Applied Sciences core studies are divided into those common for all and degree programme specific core studies. The scope of common core studies is 14 credit units. Language studies included in core studies are governed by what is said in Section 8 of Act 352/2003.

##### Professional studies

The objective of the professional studies is to familiarize the student with the problem entities and applications as well as their scientific or artistic grounds in the fields relevant to the degree programme in order that he/she is capable of independent work as a supervisor or specialist, able to work in development activities or as an entrepreneur upon graduation.

##### Elective studies

The extent of the elective studies is 15 credit units and they can be completed in any of the degree programmes offered by Lahti University of Applied Sciences with the exception of the Degree Programme in Nursing, which includes elective studies to the extent of 5 credit units. One's personal study programme may also include elective studies completed in another University of Applied Sciences, a University, a foreign educational institution or corresponding studies completed in some other educational institution. The Principal Lecturer or a lecturer appointed to the task approves the accreditation.

##### Practical training

The objectives set for the training as well as its duration depend on the degree programme. One week of training equals 1.5 credit units. Practical training is mainly arranged during the academic year. The lecturer in charge of the training approves the training to be included in the degree and provides further instructions on it.



#### Thesis

The main rule is to complete the thesis as commissioned by business life or project. The extent of the thesis is 15 credit units and in the Master's degree 30 credit units.

A thesis may also be completed as a joint assignment of two or more students. The thesis student has a right to know the assessment principles, assessment criteria and the assessment procedure. Assessment is evolving and competence-based. Statements are gathered up from the thesis student and the peer assessors. Also the commissioning party has an opportunity to present a statement on the thesis. The final thesis grade is determined by the thesis tutor, but it is permitted to use also an external assessor. When a thesis as a joint assignment is being assessed, each individual student must be identifiable for separate assessment. The grade is student-specific numeric grade (Excellent 5 - Satisfactory 1). A rejected thesis must be amended as requested by the thesis student. A student who is not satisfied with the assessment is able to request an amendment as described in section "Assessment of completed studies and appeal" of this Degree regulations document..

A written report is always a part of the thesis. The written report and information on author are forwarded to the Theseus- electronic library. The assessment results are recorded in the student register after student has published the written thesis report in Theseus- electronic library. In addition to the written document it is possible to report and make otherwise public the thesis results (new knowledge, product, service or artistic production). Student will deliver a separate archive copy for the Faculty to be filed for ten years.

The thesis is a public document after being presented and approved. The report of the thesis is a public document. The student is the copyright holder. In commissioned thesis the terms of copyright and possession must be agreed separately in advance if they will be transferred either to the commissioning party or university of applied sciences. On request of the commissioning party confidential information is removed from the thesis prior to publication. In case of a joint assignment the students will agree among themselves on the terms of copyright and possession.

More detailed information on the thesis can be obtained in the common Lahti University of Applied Sciences thesis guidelines.

#### Maturity test

A student must write a paper on the field of his/her final project to show his/her maturity and competence in the field as well as his/her proficiency in Finnish and Swedish. If the student has obtained his/her general education in a language other than Finnish or Swedish, the student is entitled to complete the maturity paper in a language to be agreed separately. The maturity test is assessed either accepted or failed by thesis supervisor and language lecturer. A student is entitled to take a failed maturity test twice.

More detailed information on the thesis can be obtained in the common Lahti University of Applied Sciences thesis guidelines.

#### Tutoring

During his/her studies a student is entitled to receive guidance for planning and updating the personal study plan (ISP) and for studies.

#### Personal study plan (ISP)

The student draws up a personal study plan (ISP), which includes student's choices according to his/her own objectives and as defined for compulsory, optional and elective studies in Degree programme curriculum.

### The structure and objectives of studies leading to a Master's degree

Studies leading to a Master's degree must include in-depth professional studies, elective studies and a thesis. The objectives set for a Master's degree are in compliance with Section 7a of Act 352/2003.



#### Duration of studies

The extent of the curricula of the programmes leading to a Master's degree is minimum one academic year and maximum one and a half years of full-time study (351/2003). The maximum time to complete the 60-credit unit studies is 2 years and respectively 2.5 years for 90-credit unit studies.

#### Maturity test

The maturity test to be included in a Master's degree thesis can take the form of a specialist article or a press release.

### 4 Recognition and accreditation of prior learning

Such completed studies, training, skills acquired at work or otherwise as can be deemed corresponding to curriculum study units or parts thereof can be accredited and included in student's degree programme on request. On accreditation of prior learning the relevant documentation and date of completion are checked. Skills acquired at work or elsewhere must be demonstrated in a reliable way e.g. in a skills demonstration or with the help of a portfolio. Accreditation is requested using a written form annually. Principal Lecturer or an appointed person grants the accreditations.

### 5 Student admission

Applying to degree programmes (Bachelor's Degree conducted in Finnish or English and Master's degree conducted in Finnish) at polytechnics/UAS takes place through a national system of online joint application. Student admission is executed following the admission criteria that universities of applied sciences have determined and the order of student's preference in application options. In case of accessibility related issues (e.g. physical disability) concerning the entrance examinations, the decision-maker is Principal Lecturer or an appointed person. An applicant, who is dissatisfied with the decision referred to above, can submit a written request for amendment to the Board of Directors of Lahti University of Applied Sciences within 14 days from the date he/she was notified of the decision.

The admission of a student is conditional until the UAS has checked the applicant's original school and other relevant certificates. The UAS may withdraw the admission, if the applicant has given false information or fails to deliver the certificates by the due date. The decision-maker in admission withdrawals is Study Affairs Manager and the applicant is notified in writing. An applicant, who is dissatisfied with the decision referred to above, can submit a written request for amendment to the Board of Directors of Lahti University of Applied Sciences within 14 days from the date he/she was notified of the decision.

### 6 Enrolment and right to pursue studies

A student must enrol to be present or absent each academic year using Lahti University of Applied Sciences' student interface WinhaWille (website: [winhaweb.phkk.fi/lwille](http://winhaweb.phkk.fi/lwille)) between 1 June and 7 September. Enrolment must be made in autumn for the whole academic year. Enrolment information can be amended during the enrolment periods from 1 June to 7 September and from 1 December to 7 January through the WinhaWille student interface. Enrolment must be made for the whole semester and it cannot be changed during the semester. Only exceptions to this are sickness allowance time, maternity leave or the expiry of the civic duty. If the student in these special cases enrolls to be present in the middle of the semester, he/she is registered to be present the whole semester. The whole semester is registered as being present also in case of part of the semester absences. Autumn semester begins on 1 August and ends on 31 December, spring semester begins on 1 January and ends on 31 July.

New admitted students enrol as being present or absent using a separate form.



Only a student who has enrolled as being present has the right to pursue studies and obtain assessment results in the student register.

Everyone who has been admitted and registered as a student has the right to pursue studies at Lahti University of Applied Sciences. The right to pursue degree programme studies at the university is confirmed by the President of Lahti University of Applied Sciences.

A full-time student must complete degree programme studies with a period of time not more than one year than their scope. Based on a written notice of absence submitted a student is allowed to be absent for a maximum of two academic years, but a notice of absence can only be made for one academic year at a time. This period of time is not considered when calculating the maximum duration of studies. The maximum duration of an adult student's studies is determined on confirmation the degree programme in question. Only a full-time student is entitled to enrol to be absent.

A student transferring from another University of Applied Sciences (so called transfer student) is admitted by the Principal Lecturer responsible for the degree programme concerned.

A student who fails to enrol to be present or absent in the way required by the University of Applied Sciences loses his/her right to pursue studies. In case this student wishes to continue studies, he/she must claim the right to pursue studies. The right can be admitted by the Principal Lecturer responsible for the degree programme concerned.

A student who fails to complete degree programme studies within the maximum duration appointed loses his/her right to pursue studies. The university may, following a decision by the Principal Lecturer, grant a student an extension to complete his/her studies for six months at a time but not more than one year. This decision is based on a plan drawn up by the student and approved by the Principal Lecturer on how to complete the missing degree studies.

A student can make an appeal in writing to the Board of Directors of Lahti University of Applied Sciences to revoke the Principal Lecturer's decision on the student losing his/her right to pursue studies within 14 days from the date that the decision was made known to him/her.

## 7 Assessment of completed studies and appeal

Achievement of study unit criteria is assessed based on oral and written tests, practice assignments or using other reliable assessment methods. A student has the right to obtain information on the application of assessment criteria on his/her performance. The lecturer delivering the study unit in question (including thesis) is responsible for its assessment. Lahti University of Applied Sciences uses a programme that detects plagiarism and plagiarism will result in sanctions.

A study unit is assessed within 30 days from the date of completion. Assessment results are recorded in the student register of Lahti University of Applied Sciences within 15 days from the date of giving the overall grade (or making the study unit assessment results public).

Approved studies are awarded the grades Excellent (5), Good (4 and 3) or Satisfactory (2 and 1). A failed study unit receives the grade Failed (0). In special cases a study unit may be assessed on the scale Approved/Failed.

A student may attempt to raise the grade of a successfully completed study unit once within one year from the date the grade was entered into the student register. The right to raise a grade only applies to the test included in the study unit. As to a failed test the same timetable applies so that also a possible attempt to raise the grade takes place within one year period referred to above. A student has the right to retake a failed course exam no more than two times.

A student has the right to receive information on the evaluation criteria applied to his/her performance. A student is provided an opportunity to see the written or otherwise recorded assessment material. The said material is kept on file six months from the date it was made public.



A student who is not satisfied with the assessment of his/her performance or the accreditation of prior learning can request the lecturer to amend it orally or in writing. An amendment request must be made to the lecturer responsible for the assessment within 14 days from the date the student had an opportunity to obtain the assessment results as well as the application of assessment criteria to his/her performance. The lecturer must always reply to student making the amendment request in writing.

A student, who is dissatisfied with the decision referred to above, can submit a written request for amendment to the Lahti University of Applied Sciences' examining board within 14 days from the date he/she was notified of the decision.

For further information on assessment of studies please refer to the study guide.

## 8 Degree certificate

The degree certificate must indicate, in addition to the degree taken and the degree programme completed, the core study modules, assessment of the achievements, extent of the degree, approval of practical training, topic of thesis as well as a mention if a proficiency in the Finnish and Swedish languages required from a state civil servant has been shown.

A student must request a degree certificate in writing. The application is handed in at the faculty student office no less than four weeks before the planned graduation date. Before receiving a degree certificate the student is to fill in the Ministry of Education questionnaire (OPALA) on the impact of education and save the electronic version of the thesis into the electronic library Theseus.

A student has the right to receive in his/her degree certificate or diploma a supplement on completed studies and achievements, which has specially been designed for international use. The supplement must indicate the level of studies and their position in the system of education.

The President and the Dean ratify and sign the degree certificate.

During his/her studies a student has the right to receive an extract of student records as a certificate of his/her academic achievements.

## 9 Disciplinary measures

Disciplinary measures of a student are regulated in Section 28 of the Law on Polytechnic Education 351/2003

The President makes a decision on a possible warning to be given a student and the Board of Directors of Lahti University of Applied Sciences decides on expelling a student for a specified period of time.

## 10 Validity

These degree regulations will be valid as of 1 August 2011.

*Ratified at the Board of Directors of Lahti University of Applied Sciences' meeting on 9 June 2011 (§38).*