



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 28 May 2009 and they came into force on 1 August 2009.

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.

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. In foreign language degree programmes 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, higher AMK 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 higher AMK degrees are in compliance with the Law on Polytechnic Education 351/2003 (10 June 2005/411).

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 structure is governed by Section 4 of Act 352/2003 and its revision 423/2005. Degree programme curricula are approved by the President.

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. 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 objective is to complete the thesis in co-operation with business life and working life as a whole. The extent of the thesis is 15 credit units. A written report is made on the final project as prescribed in the degree curriculum and it is saved in the electronic library Theseus. The report can partly be replaced with other documentation on special grounds arising from the nature of the degree programme.

A thesis may also be completed as a joint assignment of two or more students. In such case a thesis is assessed as an entity but the share of each individual student must be identifiable for separate assessment.

More detailed information on the thesis can be obtained in the common Lahti University of Applied Sciences final project guidelines, faculty guidelines as well as the lecturers in charge of each degree programme.

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. A student is entitled to take a failed maturity test twice.

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

As prescribed in Act 352/2003, 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 and the revisions made thereto in Act 423/2005.

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, 16 June 2005/411). 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. For more information on the matter, please refer to the student intranet (Reppu).



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 his/her 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 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: winha-web.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. 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 enroll 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 the 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.



6 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.

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.

7 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.

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.

8 Disciplinary measures

A student who has been found guilty of foul play or has otherwise broken the rules of the university, can, as a disciplinary measure, be punished depending on the breach by giving a written warning or by expelling him/her a period of time, however, not for more than one year. Before a decision is taken, the student must be provided an opportunity to be heard in the matter.

The President makes a decision on a possible warning to be given a student and the Board of Directors expels a student for a specified period of time.

9 Validity

These degree regulations will be valid as of 1 August 2009 and revoke the degree regulations ratified by the Board on 8 January 2009.

Ratified at the Lahti University of Applied Science Board meeting on 28 May 2009 (§71).