



Kaakkois-Suomen
ammattikorkeakoulu

Degree Regulations

| South-Eastern Finland University of Applied Sciences
Ltd |

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1 MISSION AND DEGREE TITLES OF SOUTH-EASTERN FINLAND UNIVERSITY OF APPLIED SCIENCES

South-Eastern Finland University of Applied Sciences is administered by South-Eastern Finland University of Applied Sciences Ltd (Xamk). The educational mission of Xamk is in compliance with the license granted by the Government on 15 December 2016 (OKM 3/533/2016), the Act (932/2014, amended 23 July 2020) and the Government Decree (1129/2014) on Universities of Applied Sciences.

The mission of South-Eastern Finland University of Applied Sciences (and hereafter Xamk) is to provide higher education for expert tasks, based on the demands and developments of working life and on artistic and cultural bases. The mission also includes supporting individuals' professional growth and practising research and development and artistic activities, in a way that serves university of applied sciences education, supports working life and regional development, while respecting the region's economic structure. South-Eastern Finland University of Applied Sciences promotes continuous learning.

In agreement with the Government Decision of 23 July 2020, Xamk is required to provide tuition and award **bachelor's degrees and related degree titles in the following fields of study:**

Humanities

- Bachelor of Humanities, yhteisöpedagogi (AMK)

Culture and Arts

- Bachelor of Culture and Arts, muotoilija (AMK)

Business Administration

- Bachelor of Business Administration, tradenomi (AMK)

Engineering and Technology

- Bachelor of Engineering, insinööri (AMK)

Marine Engineering and Technology

- Bachelor of Engineering, insinööri (AMK)
- Bachelor of Maritime Management, merikapteeni (AMK)

Natural Resources

- Bachelor of Natural Resources, metsätalousinsinööri (AMK)

Social and Health Care

- Bachelor of Health Care, ensihoitaja (AMK)
- Bachelor of Health Care, fysioterapeutti (AMK)
- Bachelor of Social Services and Health Care, geronomi (AMK)
- Bachelor of Health Care, naprapaatti (AMK)
- Bachelor of Health Care, sairaanhoitaja (AMK)
- Bachelor of Social Services, sosionomi (AMK)
- Bachelor of Health Care, terveydenhoitaja (AMK)

Sports and Physical Education

- Bachelor of Sports Studies, liikunnanohjaaja (AMK)

Tourism and Hospitality Management

- Bachelor of Hospitality Management, restonomi (AMK)

The Bachelor's degree in Business Administration is divided into the following educational responsibilities: *business management, logistics, business information technology, safety and security*

The Bachelor's degree in Engineering is divided into the following educational responsibilities: *energy and environmental engineering, mechanical engineering, logistics, process and material technology, construction and civil engineering, electrical and automation engineering, information technology*

South-Eastern Finland University of Applied Sciences may award **master's degrees and related degree titles in the following fields:**

Humanities

- Master of Humanities, yhteisöpedagogi (ylempi AMK)

Culture and Arts

- Master of Culture and Arts, muotoilija (ylempi AMK)

Business Administration

- Master of Business Administration, tradenomi (ylempi AMK)

Engineering and Technology

- Master of Engineering, insinööri (ylempi AMK)

Marine Engineering and Technology

- Master of Engineering, insinööri (ylempi AMK)

- Master of Maritime Management, merikapteeni (ylempi AMK)

Natural Resources

- Master of Natural Resources, metsätalousinsinööri (ylempi AMK)

Social and Health Care

- Master of Health Care, ensihoitaja (ylempi AMK)

- Master of Health Care, fysioterapeutti (ylempi AMK)

- Master of Social Services and Health Care, geronomi (ylempi AMK)

- Master of Health Care, naprapaatti (ylempi AMK)

- Master of Health Care, sairaanhoitaja (ylempi AMK)

- Master of Social Services, sosionomi (ylempi AMK)

- Master of Health Care, terveydenhoitaja (ylempi AMK)

Sports and Physical Education

- Master of Sports Studies, liikunnanohjaaja (ylempi AMK)

Tourism and Hospitality Management

- Master of Hospitality Management, restonomi (ylempi AMK)

Students, as a rule, adhere to the curriculum that was effective at the start of their studies at South-Eastern Finland University of Applied Sciences. These degree regulations also apply to students in the Bachelor of Culture and Arts, artenomi (AMK) and Master of Culture and Arts, artenomi (ylempi AMK), as well as Bachelor of Health Care, jalkaterapeutti (AMK) and Master of Health Care, jalkaterapeutti (ylempi AMK) degree programmes. In accordance with a Government decision, Xamk's educational responsibility for these degree programmes has been terminated starting from 1 February 2025. Students in these degree programmes can, however, finish their studies at South-Eastern Finland University of Applied Sciences.

2 DEGREE PROGRAMMES AND THEIR AIMS, STRUCTURE AND CURRICULA

The general objectives of the **bachelor's degree studies** are to provide the student with:

- 1) comprehensive practical knowledge and competence and the theoretical basis necessary when undertaking specialist tasks in the chosen field;
- 2) the potential to observe and promote development in the chosen field;
- 3) the potential to benefit from life-long learning and improve one's professional skills; adequate communication and language proficiency skills necessary in expert tasks and international activities in the chosen field. (Decree on Universities of Applied Sciences 1129/2014.)

The general objectives of the **master's degree studies** are to provide the student with:

- 1) extensive and thorough field-specific knowledge and sufficient theoretical background to enable operation in demanding expert and leadership tasks;
- 2) a profound insight into the chosen field, its social significance and standing in the broader perspective of working life practices, as well as the ability to follow and analyse the development of research and working practices in the field;
- 3) the potential to benefit from life-long learning and improve one's professional skills;
- 4) good communication and language proficiency skills necessary in expert tasks and international activities in the chosen field. (Decree on Universities of Applied Sciences 1129/2014.)

The study workload is measured in ECTS credits, and the workload of one academic year represents 60 ECTS credits. One credit corresponds to 27 hours of input by the student, including all the work – such as contact hours and independent study time – required for gaining the credit.

3 CONTINUOUS LEARNING

3.1 Professional specialisation studies

Professional specialisation studies are post-graduate programmes aimed at persons who have already been working for a while to promote their professional development and specialisation. The objective of the studies is to provide competence in areas of expertise where no market-based training is available. Professional specialisation studies comprise a minimum of 30 ECTS credits. (Decree on Universities of Applied Sciences 1438/2014.)

3.2 Studies at the Open University of Applied Sciences

The Open University of Applied Sciences provides education in accordance with the degree requirements of Xamk. The content and quality of the education comply with the curricula and learning outcomes of the studies leading to a degree. An Open UAS path student can complete any studies included in the curriculum, including practical training in Finland and a thesis, during the open path studies. It is possible for a person studying at the Open University of Applied Sciences to apply to become a degree student, provided they fulfil the entry requirements of the degree programme in question.

3.3 Other continuing education

Continuing education either comprises currently available continuing education services or is tailored to the customer's needs. The degree regulations of South-Eastern Finland University of Applied Sciences also apply to commissioned training and to degree programmes implemented as part of education export.

4 LANGUAGE OF INSTRUCTION AT UNIVERSITIES OF APPLIED SCIENCES AND LANGUAGE PROFICIENCY REQUIRED FOR COMPLETION OF DEGREES

The language of instruction for degree programmes at Xamk is Finnish; however, instruction can be provided in other languages in accordance with the curricula. Programmes taught in Finnish may include courses conducted in English when it is appropriate for the degree programme and supports student internationalisation. Respectively, programmes taught in English may include courses conducted in Finnish that support student integration into the Finnish working life. The language of instruction is defined in the approved curricula for the degree programme.

Xamk follows the national recommendations concerning the practices in the teaching of communication and language skills. As part of their university of applied sciences studies, or in some other way, the students must demonstrate that their proficiency in Finnish and Swedish, in accordance with their language of education, meets the requirements set for public sector employees in bilingual areas in offices requiring a higher education degree and is sufficient to enable successful practising of the profession and further professional development. Furthermore, the students must demonstrate that their proficiency, both written and spoken, in one or two foreign languages is sufficient to enable successful practice of the profession and further professional development. Students who have received their education in a language other than Finnish or Swedish must complete Finnish or Swedish studies or both, as determined by the university of applied sciences. Master's degree students who do not possess a proficiency in the second national language that, as defined by law, meets the requirements set in bilingual areas in offices requiring a higher education degree, cannot acquire this proficiency as part of their master's degree studies.

Master's degree students who do not have a previous higher education degree, along with an assessment of an excellent proficiency in the language of education, can demonstrate possessing such proficiency by taking a supervised maturity test, arranged according to separate guidelines, and receive in their degree certificate an assessment of an excellent proficiency in the language of education as demonstrated by a maturity test.

For a cogent reason, on the ground statement from a language lecturer, the Director of Education in Common Studies can exempt a student from the statutory language proficiency requirements, partly or fully. In such a case the student will replace the compulsory language studies with other language courses – excluding their native language – or, in exceptional cases, other courses that are necessary for the practicing of the profession or further professional development, so that the extent of these studies equals the extent of compulsory language studies in the curriculum.

The language proficiency demonstrated by the student is always specified in the degree certificate. Similarly, if the student has been exempted from language studies, it is stated in the degree certificate. The degree certificate must also include assessment of the student's proficiency in their second domestic language (Finnish or Swedish), in accordance with their language of education. This assessment is based on the student's success in studies in the compulsory second domestic language and on the assessment of oral and writing skills. The grade "satisfactory" corresponds to grades 1-3 and the grade "good" to grades 4-5.

5 THESIS AND MATURITY TEST

The objective of the thesis is to develop and demonstrate the student's ability to use their knowledge and skills for the development or research of a degree-associated topic related to working life. The theses submitted as part of a degree are public. If there are parts of the thesis to be kept in secret, the proceedings are according to the thesis guide. The thesis writing process follows the guidelines of the Finnish Advisory Board on Research Integrity and the Ethical Recommendations for Thesis Writing at Universities of Applied Sciences (The Rector's Conference of Finnish Universities of Applied Sciences [Arene 2020](#)). Theses are written in the language of the degree programme unless otherwise decided by the Director of Education upon a student's specific application. In these cases, the Director of Education can request a language teacher's statement on writing the thesis in the language in question, unless it is the student's native language.

A thesis may be accredited if the level, scope, and content of a previously written thesis correspond to or exceed the objectives of theses submitted as part of the degree. An accredited thesis is marked with H (pass), and partial accreditations are not possible. Only theses completed a maximum of five years ago may be accredited.

A written maturity test based on the thesis is taken after the thesis is submitted. The aim of the maturity test is to show the knowledge in the chosen field as well as the language skills in Finnish or in Swedish. In agreement with the Decree, the University of Applied Sciences decides about the maturity test when the language skills cited in section 7, paragraph 1 are not required from the student (Decree on Universities of Applied Sciences 1129/2014, section 8).

The maturity test is written in the language of education. Students who have received their education in other than Finnish or Swedish language write the maturity test in Finnish or Swedish, in the language of their education or the language of the thesis. If the student has achieved at least *magna cum laude approbatur* in the mother tongue¹ matriculation examination, the language of the maturity test could be the second domestic language or the language of education. A student cannot be exempt from the maturity test. Separate guidelines have been issued regarding the thesis and the maturity test for both the Bachelor's degree and the Master's degree.

If a student has a diagnosed reading or writing disability, this can be taken into account when assessing the maturity test and if necessary, the maturity test can be supplemented orally. The need of other individual support is taken into account when the way of conduct is determined.

6 STUDENT SELECTION, STUDENT ADMISSION AND ENROLMENT

6.1 Degree students

A student is admitted to a degree programme or a higher education preparatory programme for immigrants by decision of a Director of Education in accordance with the admission criteria for the field and type of study. The applicant accepts the place through the student admission register Opintopolku.fi.

Student admission is conditional until the data and certificates related to the application, eligibility, and admission have been reviewed. The authenticity of the applicant's data is checked from the study register in Opintopolku or from copies of the certificates. If the student fails to provide the certificates by the date given or it is noticed that the score is not sufficient for the degree programme, the decision on admission is cancelled.

Admitted students register for attendance or non-attendance through the Studyinfo (Opintopolku.fi) service. After this, students must register for attendance or non-attendance each academic year through the student administration system during the registration times announced by Xamk. If a student has an obligation to pay tuition fees, they must register for attendance or non-attendance each academic year by contacting the Student Affairs Office during the registration times announced by Xamk. The student can change their registration status during the registration time. Outside the registration time, the registration status may only be changed on special grounds.

Students who have accepted a student place in a degree programme that started after 1 August 2015 may register for non-attendance in agreement with the Conscription Act (1438/2007), the Non-Military Service Act (1446/2007), the Act on Voluntary Military Service for Women (194/1995), or on the grounds of pregnancy or parental leave without their period of right to study being affected. In addition, the student can register for non-attendance for other reasons for two (2) semesters without their period of right to study being affected. Students registering

¹ If the student has received their education in Swedish, the mother tongue matriculation examination is taken in Swedish.

as non-attending for a statutory reason must always present an official certificate of the reason for the non-attendance.

As an exception to the above-mentioned, first-year students can register as non-attending only if, during the first academic year, they

- 1) carry out service in accordance with the Conscription Act (1438/2007), the Non-Military Service Act (1446/2007), or the Act on Voluntary Military Service for Women (194/1995)
- 2) need to be absent from studies to take care of a child when the child is born or adopted
- 3) are unable to start their studies due to their own illness or injury.

Registration as non-attending is to be verified with an official document at the time of registration. If the documentation is insufficient or not delivered during the registration period, the student is registered as attending.

6.2 Exchange and double-degree students

Exchange students are accepted only if there is an existing agreement between the South-Eastern Finland University of Applied Sciences and the sending higher education institution abroad. An exchange student at Xamk can apply for a degree programme according to the requirements for it. The start of their education as a degree student begins only after the exchange programme has finished.

A double degree comprises studies that the student has completed at their own/ sending institution for 2 – 3 years and the receiving partner institution for 1 - 2 years. The double degree is based on bilateral agreement with the higher education institution abroad. The studies, internship, language skills requirements, the time frame and the extent of studies and practices related to the completion of the double degree are mentioned in the agreement. The language skills requirements are defined on the basis of Xamk's decision on language proficiency verification.

Students meeting the criteria of the cooperation agreement may apply to Xamk's double degree programmes through the separate application procedure. A double degree student applies directly for a study place as a degree student.

Students are awarded a double degree from Xamk when they have completed their studies and fulfilled the other criteria in the agreement. It is marked in the degree certificate that the studies in Xamk are completed in English and involve a double degree.

The Director of Education takes the decision on the admission of the exchange and double degree students.

6.3 Open University of Applied Sciences and continuing education students

Open University students receive the right to study in order of the applications received, provided that they meet the prior skill requirements set for the course.

In open path studies, student selection is based on the number of points received from a course that assesses study-related motivation and skills; in cases of a tie, selected students will be determined by drawing lots, or in the order of applications received.

Enrolment for professional specialisation studies is done through Xamk Pulse's enrolment system. Students are admitted in order of enrolment, provided that they meet the prior requirements for the studies.

In the student admission for continuing education, programme-specific prior requirements are applied.

6.4. Transfer students and students changing degree programme

A transfer student is a student admitted to a programme leading to a university degree whose right to study is transferred from another university to Xamk, or from one programme to another within Xamk, so that the title of the target degree changes.

The applicant for transfer must have progressed well and completed enough studies, primarily in the degree programme to which they were admitted, to be able to complete the degree during the remaining right to study time. An additional requirement is that the receiving programme has sufficient resources and free student places.

The applicant's language skills may be tested before the decision is made. The suitability of a student transferring from one degree to another may also be tested.

If the number of applicants exceeds the number of available places, the selection is made according to completed credits and success in studies.

The application periods for transfer students are twice a year (from 1 May to 15 May and from 1 November to 15 November).

The decision on student selection is sent to the student's originating university of applied sciences, which marks the student as resigned, or the student themselves submits a resignation certificate from that university of applied sciences. The decision on student selection is conditional until the information about the resignation is received.

The study period of the transfer student starts on the day the applicant has made a binding decision on accepting the study place. Accepting the new study rights means giving up the old ones. The studies start no earlier than the start of the following spring or autumn semester. Starting studies after the semester has begun is not possible.

A student changing degree programmes is a student admitted to a programme leading to a university degree whose right to study is transferred from one programme and/or campus to another within Xamk, and the title of the target degree does not change. The change of programme and/or campus is possible at the beginning of the following semester.

The process of changing the programme is mainly the same as the process for transfer students. The right to study of the student changing their degree programme remains the same. The Director of Education decides on the selection of transfer students and the students changing their degree programme.

6.5 Annual tuition fees and scholarship system

Degree students outside of the European Union/European Economic Area in foreign-language degree programmes are required to pay tuition fees. The obligation to pay tuition fees is applicable to all semesters and academic years during which the student is registered as attending. Students who have been granted a discretionary extension of study time also have the obligation to pay tuition fees during the extended study time.

If a student is granted an exemption from tuition fees during the studies, the exemption may take effect from the beginning of the semester following the delivery of the exemption document.

Admitted students accept the offered student place via the Opintopolku.fi service, pay the annual tuition fee, and after this may register as attending students.

The authenticity of the applicant's documents (identification, degree certificate, residence permit) is verified at the beginning of studies. Separate instructions on tuition fee refunds are available on Xamk's intranet and Xamk's website.

If a student does not pay the annual tuition fee by the deadline given and does not register as non-attending, they are considered to have neglected the registration and will consequently lose the right to study. Restoration of the right to study is subject to payment of the annual tuition fee and the application fee established in section 3 of Government Decree 1440/2014. Forfeiture of the right to study is reported to the Finnish Immigration Service.

The obligation to pay tuition fees does not apply to students registered as non-attending.

A student who has an obligation to pay tuition fees may apply for a scholarship in accordance with separately determined principles. Separate instructions on scholarships are available on Xamk's intranet and Xamk's website.

7. RIGHT TO STUDY

All students who have confirmed their admission and registered for attendance in the statutory time are granted the right to study.

For programmes leading to a **bachelor's degree**, the regular study time is recorded in the student administration system. The right to study time is determined according to the extent of the degree (ECTS credits) as follows:

Extent of the degree	Study time	Right to study time
210 ECTS	3.5 years	4.5 years
240 ECTS	4 years	5 years
270 ECTS	4.5 years	5.5 years

For programmes leading to a **master's degree**, the regular study time is recorded in the student administration system. The right to study time is determined according to the extent of the degree (ECTS credits) as follows:

Extent of the degree	Study time	Right to study time
60 ECTS	2 years	3 years
90 ECTS	3 years	4 years

Students who have not completed their studies within the required time limit lose their study rights. The extent of other continuing education is in agreement with the degree programme. The structure and curricula of degrees are described in the core curriculum.

The duration of **professional specialisation studies** is planned in correspondence with the programme curricula. Specialisation studies must be completed within six months of the end of the specified study time. Right to absence is not granted.

Students with a **renewed right to study** have a maximum of three (3) semesters to complete their studies.

Double degree students have their study time right as specified in the agreement.

Degree students coming outside of the European Union and the European Economic Area are required to pay a tuition fee in accordance with the decision taken by Xamk. The fee is charged from students who have started their studies on 1 August 2017 or later.

Students at the Open University of Applied Sciences have the right to participate in studies that they have paid for according to the Decree (1440/2014, section 1) and the decision on tuition fees taken by Xamk. The right to study cannot be transferred to the next semester or the next corresponding course. Upon starting their study path, an open study path student is, as an exception, granted the right to study for the period of four semesters, or in separate path studies, for the implementation period of the studies. Students at the Open University of Applied Sciences cannot register as non-attending.

Students graduating from Xamk with a bachelor's or master's degree after 1 January 2021 are granted a continuous learning study right at the Open University of Applied Sciences for two years from the date of graduation. This study right does not apply to studies organised in collaboration with other higher education institutions, professional specialist training, or diplomas of higher education. The study right can be activated at any time during the two years when registering for Open UAS courses. The duration of the right to study cannot be extended.

7.1 Extension of study time

The Director of Education can, on the basis of a student application, grant a discretionary extension of time for completing a degree. The extension of time must be applied for during the period of the right to study and the application may, as a rule, be submitted once, for a maximum of two semesters.

In addition to this, obtaining a discretionary extension requires that:

- 1) The student is able to complete the degree within one year.
- 2) The student has achieved at least 15 ECTS credits during the last year covered by the right to study and aims to graduate. If the student claims that an illness or some other factor has been an obstacle to the progress in studies, a statement of an expert must accompany the claim. The student may present a medical certificate stating the student's impaired capacity to study to the Director of Education.
- 3) The studies coordinator has approved the completion of the missing studies.
- 4) The student has a credible plan for the thesis, including a thesis agreement and a statement of recommendation from the thesis supervisor.

The extension of time must be applied for during the period of right to study, no later than a month before the study right expires. If the right to study expires between 1 June and 31 July, extension of study time must be applied for by the end of May. A student cannot register as non-attending during the period of discretionary extension of study time except for a statutory reason.

A processing fee according to the Decree (1440/2014, section 3) is collected for the application for discretionary extension of study time.

If an Open University study path student (excluding separate path studies) has failed to complete their studies within the set study time (four semesters), they may, for a justifiable reason, submit an application to the Director of Education requesting an extension of the study time.

If a student fails to graduate within the granted extension of study time but still wishes to complete their studies at Xamk, they must re-apply for admission as a student in the joint or separate application procedure or apply for a renewal of the right to study after the study time has expired.

7.2 Renewed right to study after the study time or discretionary extension of study time has expired

A student who has not completed their degree within the set study time or discretionary extension of study time may submit an application to Xamk requesting to be readmitted as a student without the need to take part in the student selection process (325/2015, section 32). A fee pursuant to section 3 of Government Decree 1440/2014 will be charged for processing the application.

The right to study may be renewed for a person who interrupted their studies no longer than five years ago.

The criteria are as follows:

- 1) The applicant will continue their studies in the same or corresponding degree programme that they have started in a Finnish university of applied sciences with the aim of graduating.
- 2) The applicant has been denied the right to study due to one of the following reasons:
 - a. The applicant has resigned from a degree programme.
 - b. The applicant's period of right to study has become overdue.
 - c. The applicant has been considered resigned due to a failure to enrol and has been denied the right to study.
- 3) The number of missing ECTS credits at the time of application must not exceed 60. In master's degree programmes, there are no ECTS credit requirements. The ECTS credits earned at the Open University of Applied Sciences or at another university of applied sciences are also taken into account.
- 4) If required, the applicant satisfactorily passes an interview or entrance exam.
- 5) The resources of the university unit allow the acceptance of the student into the degree programme.

Degree programmes in the fields of humanities, health and social services, and marine engineering have health-related requirements, and these will also be taken into account when renewing the right to study.

The enrolment status concerning all semesters falling between the end of the interrupted studies and the beginning of the renewed right to study will be marked with code 4, "data missing", in the student admission system.

Students with a renewed right to study do not have the right to register for non-attendance and cannot receive a discretionary extension to complete their studies. The Director of Education decides on the renewal of the right to study. Students with a renewed right to study have up to three semesters to complete their studies. The right to study can only be renewed once (with the exception of situations where all three semesters have not yet been used).

A fee for processing the application is collected in accordance with the Decree on Universities of Applied Sciences (1440/2014, section 3).

7.3 Loss and restoration of the right to study

A student who has lost their right to study due to failure to register for attendance or non-attendance may apply for restoration of study right from the Director of Education, provided that the student still has study time left. The right to study may be restored immediately or at a time suitable for the progress of the studies. The semesters that a student has neglected to

register as attending are counted together as non-attendance time. If a student has used the allowed non-attendance semesters, the absence due to failure to register is considered study time. In accordance with Decree 1440/2014 (section 3), the application is subject to a processing charge. A student who has an obligation to pay tuition fees will lose their right to study if they do not pay the tuition fee by the deadline given and do not register as non-attending.

7.4 Cancellation of the right to study due to unsuitability or on safety grounds

The cancellation of right to study is subject to the Act on University of Applied Sciences, section 33, and applies to degree programmes in humanities, social and health care, sports and marine engineering. Xamk can revoke the right to study in the abovementioned degree programmes if:

- 1) The student has proved out to be, by repeatedly or seriously endangering another person's health or safety, decidedly unsuitable to act in practical tasks or practical training related to the studies.
- 2) It is obvious that the student does not meet the requirements of the admission as a student due to the state of health or functional capacity,
- 3) In the application the student has withheld such information of the resolution of the revocation of right to study that could have been a disincentive to the admission as a student.
- 4) The student is convicted of a crime, which could be an obstacle for working with the underage. (Act 932/2014, section 33; Decree 1129/2014, section 11)

At Xamk the regulations concerning the cancellation of the right to study for determining unsuitability for studies or cancellation on safety grounds are provided in separate guidelines (SORA guidelines).

8 ATTENDANCE IN TEACHING AND COMPLETION OF COURSES

A student must enrol for each course they intend to take and complete, using the common student administration system. Enrolment for courses is only possible during the enrolment periods specified each year. However, a lecturer can accept late enrolment for a valid reason. A student has the right to remove their course enrolment from the student administration system during enrolment periods. For a justified reason, students have the right to cancel enrolment after the enrolment period by contacting the teacher responsible for the implementation of the course. If a student does not cancel their enrolment or complete the required assignments, the course is considered failed and assessed accordingly.

The teacher responsible for the implementation of the course must ensure that the course implementation plan describes the implementation methods and assessment of the course.

The learning outcomes and contents of the course, together with the modes of completing the course and the assessment criteria, are explained during the first contact session or in the online learning environment. The end date of the course, after which coursework can no longer be submitted, is also announced. All assignments and/or exams related to the course implementation must be completed during the course.²

In collaborative studies between higher education institutions, i.e., courses completed in cross-institutional studies, students follow the degree regulations of the organising higher education institution.

²A course is the smallest unit in the curriculum for which credits are awarded. Courses include various learning assignments and their assessment. Courses are parts of larger study units referred to as study modules.

Degree students and open study path students

- have the right to know what assessment criteria have been used in assessing their performance
- have a maximum of two re-attempts to pass a failed course with a duration of a semester, in accordance with the course implementation plan, no later than within a year of the start date of the course
- in the case of a non-stop course, students have a maximum of two re-attempts to pass a failed course in accordance with the course implementation plan, no later than within six months of the end date of the course
- if a course remains failed after two re-attempts, the student must enrol for the course again the next time it is implemented
- if the student fails a course due to failure to attend teaching, they must enrol for the course again the next time it is implemented
- have the right to attempt to raise the final grade of a passed course once, no later than within a year of the start date of the course, if the course assessment has been entirely based on exams / written assignments
- for **learning assignments included in a course**, the course teacher decides on re-attempt possibilities to pass or raise the grade, with support from their supervisor if necessary. Students are informed of these re-attempt possibilities in the course description
- grades for accredited courses, competence demonstration or approved theses cannot be raised.

Students participating in continuing education (excluding open study path students)

- The course teacher decides on the re-attempt possibilities to pass or raise the grade and informs the students of these in the course description.

Completion of courses organised by other higher education institutions is determined according to the regulations of the organising institution.

The national exam on the core competence of nurses is used in the Degree Programmes in Nursing, Health Care and Emergency Care. If a student does not pass the exam, they must use their re-attempts. If the student fails the exam on the third attempt, they must agree with the teacher in charge on additional attempts within the schedule of arranged examination days. If the student does not complete the exam, their certificate will not include a statement of the successful completion of the national exam. However, the student's required competence is assessed based on individual performance.

9 STUDENT PERSONAL STUDY PLAN (PSP) AND GUIDANCE

Students are personally responsible for the progress of their own studies. Student counselling is available to students throughout their studies. A student is obliged to assess the competence acquired and to update their study plan (PSP) yearly.

Students whose studies are delayed beyond the specified timeframe or who transfer from another higher education institution must consult the studies coordinator of the degree programme or another member of staff responsible for counselling. The studies coordinator approves the personal study plan.

Student guidance at Xamk also includes aspects of communication and counselling that help degree and Open UAS students, as well as students in continuing education, complete their

studies on schedule, promote their wellbeing and ability to make progress in their studies, and support their career planning and competence development objectives. The communication, counselling and guidance services are provided by a multidisciplinary network of specialists who work in close cooperation with each other. (Student guidance plan of South-Eastern Finland University of Applied Sciences 2021.)

10 RECOGNITION OF COMPETENCE

Competence can be accredited or transferred to a bachelor's degree, a master's degree, or professional specialisation studies. This accreditation, or recognition of acquired competence, may concern an individual course, study module, practical training, or thesis. Students studying at the Open University of Applied Sciences cannot directly apply for substitution/inclusion of studies, but it is possible to have competence recognised through a demonstration of competence, with the exception of fully automated courses.³

The principles for the identification and recognition of competence are explained in Xamk's guidelines.

11 ASSESSMENT OF STUDENT LEARNING

The criteria for the assessment of student learning are explained in the descriptions of study modules and courses. They are to be explained at the beginning of each study module and course.

Study modules are assessed in terms of quality, and courses are assessed by grades, which are entered in the record of credits. A completed course is graded on a scale from 1 to 5 or given the mark H (pass), and a failed course is given the mark 0 (zero) in accordance with what has been stated in the curriculum about the assessment of the course. Accredited and substituted studies are marked with H (pass) if a numerical grade is not applicable.

A **study attainment** (written or otherwise recorded assignments included in a course) must be assessed as soon as possible and no later than within one month of the attainment. In summer courses, the assessment must be recorded no later than one month after the end date of the teacher's summer leave period.

The **course assessment** must be entered in the record of credits immediately after conducting the assessment and no later than one month after the end date of the course. In non-stop courses, the assessment must be given within one month of the last study attainment to be assessed. In summer courses, the assessment must be recorded no later than one month after the end date of the teacher's summer leave period.

The lecturer must keep the assignments on which the assessment is based for 6 months after the notification of the results (932/2014, section 37).

All supervised practical training that aims to improve the student's professional competence is assessed according to the scale pass/fail. The student may also be given a separate certificate of practical training, including the assessment of performance in the form of a grade provided by the workplace. The supervising lecturer approves the suggested practical training and reviews the training report.

The thesis is assessed according to the scale "Needs improvement" – 5. The lowest approved grade is 1. The maturity test associated with the thesis is assessed on a pass/fail basis.

³ Open University of Applied Sciences studies include individual courses, open study path studies, UAS route studies, and competence units such as diplomas of higher education and professional specialist training.

A student dissatisfied with the assessment of learning or with the accreditation of courses can request for adjustment to it primarily from the lecturer in question and, if necessary, in writing from the examination board of Xamk. The request for adjustment has to be submitted to the lecturer within 14 days of the date of publishing the assessment results. Similarly, the lecturer has to issue a written decision with justifications within 14 days of submission of the request for adjustment.

A student dissatisfied with the lecturer's decision can submit an appeal against it to the examination board within 14 days of receiving information about the lecturer's decision or, if the lecturer has not issued a decision to the student, within 14 days of the date the teacher should have issued a decision. The decision issued by the examination board concerning assessment of learning or accreditation is not subject to appeal.

Passing a course, an assignment or an examination requires an appropriate demonstration of competence as well as of ethically sustainable practices. Any detected deceit in relation to studies is dealt with in accordance with the ethical guidelines for studies at Xamk.

The same assessment and appeal practices apply to the Open University of Applied Sciences.

12 BOARD OF EXAMINERS

The duty of the Board of Examiners is to process requests for administrative reviews. The Board of Directors of Xamk nominates the Board of Examiners.

The Board of Examiners comprises a chairperson and members, each with a personal member-substitute. The chairperson and their substitute must be a principal lecturer or a senior lecturer. The other members of the Board must be lecturers at Xamk, and at least one must be a student from a degree programme. The decisions taken by the Board are valid when at least half of the members are present at the meeting. The chairperson decides on the meeting times and invites the members. The mandate of the chairperson and the members is 2 years. The duty of the Board is to deal with requests for an administrative review concerning

- 1) assessment of student learning and decisions related to accreditation
- 2) decisions related to student admission
- 3) decisions on loss of the right to study. (Guiding Principles of South-Eastern Finland University of Applied Sciences, Xamk Ltd Board of Directors 6 June 2018, section 73.)

Substitute members are chosen for the chairperson and the members. A student affairs adviser is appointed as a secretary.

The Board handles matters within two (2) months from the date of receiving a request for an administrative review and announces its decision to the parties in writing.

13 DEGREE APPLICATION AND CERTIFICATES

Students may apply for a degree certificate once all studies included in the degree have been assessed and registered in the student administration system Peppi. The degree certificate is electronic. The student will receive the certificate in their personal email within 14 days of submitting the application. It is also possible to request graduation in July, but in this case, the certificate will be delivered later, by 15 August. Applications submitted in weeks 51 and 52 in December will be processed after the holidays, and certificates will be delivered by 15 January. All students applying for a degree answer the Graduand Feedback Questionnaire (AVOP).

The CEO/President signs the degree certificate electronically. A transcript of study records, a Diploma Supplement and translations of appendices are attached to the degree certificate.

Certificates for multidisciplinary professional specialisation studies and other multidisciplinary long-term continuing education will be electronically signed by the Vice President. The Director of Education electronically signs certificates for professional specialisation studies and other long-term continuing education in their own field of study.

During their studies, students registered as attending are entitled to download or receive, free of charge, an electronically verified certificate (transcript of records) for completed courses from the Peppi study management system.

An electronic transcript of study records or certificate is given for studies completed at the Open University of Applied Sciences and continuing education if the student and the completion have been entered in the student administration system. Electronically signed certificates are signed by the Director of School. Certificates for multidisciplinary programmes are signed by the Vice President responsible for the programme.

14 APPEAL PROCEDURES

The appeal procedures are in agreement with the Act on Universities of Applied Sciences.

The applicant is entitled, in writing, to make a request for an administrative review to the Board of Examiners of Xamk within 14 days from the date the results of the admission are announced.

An administrative review can be requested to seek redress for a decision on student admission or the loss of the right to study. This request must be submitted within 14 days of the publication of the results or notification of the decision.

The student is entitled to make an appeal for cancellation of the right to study according to SORA guidelines within 14 days from the date of the announcement of the decision. The appeal is made to the students' legal protection committee operating under the Ministry of Education and Culture.

In terms of decisions made on the basis of the Act and the Government Decree on Universities of Applied Sciences, appeals are addressed to the Eastern Finland Administrative Court according to the Administrative Judicial Procedure Act (586/1996).

15 IMPLEMENTATION

These degree regulations are based on the Act and the Government Decree on Universities of Applied Sciences and became effective on 1 January 2017. These degree regulations also apply to studies that were started before this date.

These degree regulations (in Finnish) were approved by the Board of South-Eastern Finland University of Applied Sciences on 16 December 2016 and on 11 December 2025 (latest amendments). Amendments to the degree regulations are applicable from 1 January 2026, also to studies that were started before this date.