

Vaasan ammattikorkeakoulu  
Vasa yrkeshögskola  
Vaasa Polytechnic

## STUDENT GUIDE 2005 - 2006

**STUDENT GUIDE 2005-2006**  
**CONTENTS**

<u>PRESIDENT'S GREETINGS.....</u>	<u>5</u>
<u>VAASA POLYTECHNIC.....</u>	<u>6</u>
<u>OPERATION IN GENERAL.....</u>	<u>6</u>
License and Units .....	6
Concept of Activity and Areas of Main Focus.....	6
Degree Programmes and Degrees.....	6
Degree Programmes.....	7
Research and Service Activities.....	8
Collaboration with Other University Level Institutes.....	8
<u>ADMINISTRATION.....</u>	<u>8</u>
Regulations Directing the Operation.....	8
Board of Directors.....	8
Advisory Boards.....	8
Management Group.....	9
President, Deans and Directors.....	9
Departments and Heads of Departments.....	9
Board of Examiners.....	10
<u>GENERAL REGULATIONS.....</u>	<u>10</u>
ID card.....	10
The Agenda of the Academic Year 2005 - 2006.....	10
Periods.....	10
Awarding of the Degree Certificate .....	11
Weekly Schedules.....	11
Admittance to the Polytechnic's Premises.....	11
Group Codes.....	12
<u>STUDIES AND PERFORMANCES.....</u>	<u>12</u>
<u>RIGHT OF STUDY.....</u>	<u>12</u>
Duration of Studies.....	12
Enrolment.....	13
Enrolment for Non-attendance.....	13
Resigning from the Polytechnic.....	14
Signing up for Study Units.....	14
Denying the Right to Participate.....	14
Starting the Specialised Studies .....	14
Starting the Thesis.....	14
Free-choice Studies.....	14
Virtual Studies.....	15
Extra Tuition.....	15
Study Trips.....	16
<u>ASSESSMENT CRITERIA.....</u>	<u>16</u>
Scale of Grades.....	16
Assessment of Study Unit.....	16
Deciding on the Assessment of the Study Unit, Registering and Informing. .	17
Retakes of Study Units.....	17
Amendments .....	18
<u>EXAMS AND TESTS .....</u>	<u>18</u>

Organising.....	18
Participation.....	18
Exam Questions and Assessment.....	19
Results and Amendments.....	19
Written Assignments and Seminars.....	20
CREDIT TRANSFER AND OTHER CREDITS.....	20
Credit Transfer.....	20
Credits Produced by Student Union Activities and Student Exchange.....	20
DEGREE REGULATIONS.....	21
GENERAL REGULATIONS.....	21
Units.....	21
Educational Task.....	21
Degrees.....	22
The degree taken at the Polytechnic is an academic degree.....	22
ORGANISING POLYTECHNIC EDUCATION.....	22
Degree Programmes.....	22
Study Units and Curricula.....	23
STUDIES AT THE POLYTECHNIC.....	23
Basic Studies.....	23
Language Studies.....	24
Specialised Professional Studies.....	24
Free-choice Studies.....	24
Practical Training.....	24
Thesis and Maturity test.....	25
Credit Transfer.....	25
Completing a Degree.....	25
Assessment and Certificates.....	26
MISCELLANEOUS PROVISIONS.....	27
Planning, Developing and Assessment of Teaching.....	27
Transfer Student Admission.....	27
Open Polytechnic.....	27
Application of Degree Regulations.....	27
REGULATIONS CONCERNING TRANSITION AND VALIDATION.....	28
STUDENT SERVICES.....	29
APPLICATIONS OFFICE.....	29
STUDENT OFFICE SERVICES.....	29
STUDY GUIDANCE.....	30
CAREERS AND RECRUITMENT SERVICES.....	31
PRACTICAL TRAINING SERVICES.....	32
INTERNATIONAL ACTIVITIES.....	32
LIBRARY SERVICES.....	34
STUDENT HEALTH CARE.....	34
DATA PROCESSING AND TELECOMMUNICATION.....	36
JANITOR SERVICES.....	36
ADDITIONAL INFORMATION.....	36
FINANCIAL AID.....	37
How to Apply for Financial Aid.....	37
Financial Aid Committee.....	37
Summer Aid.....	37

<u>STUDENT ACTIVITIES.....</u>	<u>38</u>
<u>VAMOK .....</u>	<u>38</u>
<u>Student Discounts and Benefits.....</u>	<u>39</u>
<u>STUDENT TUTORING.....</u>	<u>40</u>
<u>Sports.....</u>	<u>40</u>
<u>STRUCTURE OF CURRICULA.....</u>	<u>40</u>
<u>Common Core Basic Studies .....</u>	<u>40</u>
<u>Specialised Professional Studies.....</u>	<u>41</u>
<u>Free-choice Studies.....</u>	<u>41</u>
<u>Practical Training.....</u>	<u>41</u>
<u>Thesis.....</u>	<u>42</u>

## TABLES

At the end of this book are tables concerning the structure of the degree programmes and description of progress of studying.

## **PRESIDENT'S GREETINGS**

Dear Students of Vaasa Polytechnic !

Congratulations! You have been admitted to a modern and international polytechnic - Vaasa Polytechnic!

Our polytechnic is still fairly young - this is only the seventh academic year we are starting at our full extent as an independent, permanent polytechnic. Yet, our education has a long tradition: engineering education has a history of 150 years and the instruction within business economics is celebrating its 100<sup>th</sup> anniversary. Education in health care and social services, too, is reaching the age of 20.

Right from the start, our polytechnic has chosen three pillars to lean on now and in the future when developing our operation: high technology, international business and tourism and advanced health and social services. On this foundation we have built this multidisciplinary polytechnic with 3000 students, which also meets the international quality standards. Therefore, our polytechnic provides excellent possibilities to obtain skills and experience that you after taking the degree will need in your future careers as experts and executives within technology, business economics and tourism and health care and social services.

Successful studying requires responsibility, self-initiative, planning skills and efficiency. Our teaching and other staff will assist you to the best of their ability to achieve your goals of receiving a high-level and esteemed polytechnic degree.

One of the special objectives in polytechnic studies is that the students obtain information outside their own degree programmes and specialisation alternatives. Thus, they can see their professional expertise from a wider perspective.

In addition to the traditional study methods, problem-based project working and virtual studies have become more and more important learning methods. All our students will be familiar with these at some point of their studies.

The study guide for academic year 2005 -2006 is in three parts: Finnish, Swedish and English. Each of them contains general information about our polytechnic and its operation, polytechnic studies and regulations concerning the degrees, student services, financial aid, student activities and especially information about all degree programmes that start this autumn as well as the curricula of the specialisation alternatives.

We wish you success in your studies and hope you have an open mind for acquiring new knowledge. Despite a fast study pace - or perhaps because of it - it is worthwhile to remember that there is more to life than hard work. Your years of studying should not only be filled with toiling at studies but also with hobbies

and recreation. In this respect Vaasa offers a good many interesting leisure activities.

Welcome to Vaasa Polytechnic!

Jouko Paaso

President

## **VAASA POLYTECHNIC**

### OPERATION IN GENERAL

#### **License and Units**

Vaasa Polytechnic operating license granted by the State Council has been valid since 1 August, 1999.

Vaasa Polytechnic consists of three educational units:

- Business Economics and Tourism
- Health Care and Social Services
- Technology and Communication

In addition to these, the Polytechnic has the Administration Unit, Study Affairs Unit and Research and Business Service Unit.

#### **Concept of Activity and Areas of Main Focus**

Vaasa Polytechnic provides multilingual polytechnic education and, to support this, research and service activities in the fields of Technology, Communication and Transport, Natural Sciences, Social Sciences, Business and Administration, Tourism, Catering and Domestic Services as well as in the field of Social Services, Health and Sports.

The main areas of focus are high technology, international business and tourism, health and social services. Co-operation between these areas is also considered important.

There is a strong emphasis on internationalisation and the high educational standard of the instructors.

#### **Degree Programmes and Degrees**

Education is planned and implemented according to the customer's needs, the main emphasis being on the high standards of the degrees, international competitiveness as well a good employment prospects for the graduates.

The available degrees are:

- Bachelor of Business Administration,
- Bachelor of Engineering,
- Bachelor of Hospitality Management, and
- Bachelor of Health Care and Social Services.

The examination titles are:

- insinööri (AMK); Bachelor of Engineering,
- restonomi (AMK); Bachelor of Hospitality Management,
- sairaanhoitaja (AMK); Bachelor of Nursing
  
- sosionomi (AMK); Bachelor of Social Services
- terveydenhoitaja; Bachelor of Public Health Nursing, and
- tradenomi; Bachelor of Business Administration,

## **Degree Programmes**

Education leading to a degree is implemented through degree programmes. In 2005 the following degree programmes will begin:

*Degree in Business Administration:*

- Företagsekonomi
- Informationsbehandling
- International Business
- Liiketalous
- Tietojenkäsittely

*Degree in Engineering:*

- Information Technology
- Kone- ja tuotantotekniikka
- Rakennustekniikka
- Sähkötekniikka
- Tietotekniikka
- Ympäristötekniikka

*Degree in Hospitality Management:*

- Hotelli- ja ravintola-ala
- Hotell- och restaurangbranschen
- Hotel and Restaurant Business

*Degree in Health Care and Social Services:*

- Hoitotyö, hoitotyön suuntautumisvaihtoehto
- Hoitotyö, terveydenhoitotyön suuntautumisvaihtoehto
- Sosiaaliala

The scope of the degree is measured as credit points. Studying full-time, the accumulation of credit points during an academic year is approximately 60 points. The length of the academic year is 40 weeks as full-time studies, which means the accumulation of 1,5 points per week in average. The total scope of the degree programmes in engineering and health care is 240 credit points and the standard time of completion 4 years (240/60). The scope of other degree programmes is 210 credit points and the standard time of completion 3,5 years (210/60).

### **Research and Service Activities**

Vaasa Polytechnic carries on problem-oriented, applied research directed at practical professions and their areas of activity. They also undertake custom-made research as well as training and other services.

### **Collaboration with Other University Level Institutes**

The main collaboration partners within the country are the university units in Vaasa and other Finnish universities and research institutes. Depending on the field different forms of co-operation based on practical needs have been established between these institutions.

There is also international co-operation on a wide basis with other universities. Vaasa Polytechnic has a few dozens of agreements of mutual co-operation with polytechnics abroad. Special areas of co-operation are the EU countries, Asia and Latin America.

## **ADMINISTRATION**

### **Regulations Directing the Operation**

The operation and administration of the Polytechnic is based on the legislation on polytechnics, the regulations approved by the City Council and on the operation regulations and degree regulations ratified by the Board of Directors.

### **Board of Directors**

The supreme right of decision in the internal affairs of Vaasa Polytechnic is held by a 12-member board appointed by the City Board. The Polytechnic Board consists of the President, two representatives of other management, two representatives of academic staff, one representative of other staff, two representatives of students and four representatives of working life.

### **Advisory Boards**

There are three field specific advisory boards, each made up of five representatives of the industry and working life as well as three Polytechnic

representatives. The purpose of the advisory board is to act as an expert body in the development of instruction and other operation as well as to establish and maintain connections with the business, industrial and working life.

## **Management Group**

The polytechnic has a management team to co-ordinate the operation of the polytechnic and to maintain and develop co-operation. The management team consists of the President and the Deans of the educational units as well as a representative of the students, Secretary general Mr. Jaakko Keto.

## **President, Deans and Directors**

Mr. Jouko Paaso has been appointed President of the Polytechnic by the City Board and Ms. Raijaliisa Laakkonen has been appointed Vice-President by the Board of Directors.

The units that give education leading to the degree are called educational units. The following persons have been appointed Deans of the units and Deputy Rectors:

- Technology and Communication: Mr. Erkki Hakkarainen
- Business Economics and Tourism: Ms. Elisabeth Malka
- Health Care and Social Services: Ms. Elisabeth Malka

The Administration Unit is headed by Mr. Ossi Koskinen, Administrative Director, Study Affairs Unit by Ms Raijaliisa Laakkonen, Vice-President, and Research and Business Service Unit by Ms. Leena Viikuna, Service Director.

## **Departments and Heads of Departments**

### *Business Economics and Tourism:*

- Department of Business Economics: Ms. Kirsti Melin, Principal Lecturer
- Department of Tourism and Restaurant Services: Ms. Elina Martin, Senior Lecturer
- Department of Information Processing: Mr. Kenneth Norrgård, Principal Lecturer (temp)

### *Health Care and Social Services:*

- Department of Nursing and Health Care: Ms. Maj-Britt Råholm, Principal Lecturer
- Department of Social Services: Mr. Raimo Koivisto, Principal Lecturer

### *Technology and Communication:*

- Department of Mechanical Engineering: Mr. Jorma Tuominen, Senior Lecturer

- Department of Building Engineering: Mr. Martti Laaja, Principal Lecturer
- Department of Electrical Engineering: Mr. Kari Jokinen, Principal Lecturer
- Department of Information Technology: Mr. Kalevi Ylinen, Senior Lecturer

## **Board of Examiners**

The Board of Directors has appointed a three-member board of examiners to deal with the requests for amendment concerning study credits. Ms. Inkeri Laitinen, Principal Lecturer, acts as a Chairman (Timo Kankaanpää, Principal Lecturer as a deputy) the other members being Mr. Mika Ylinen, Senior Lecturer (Peter Smeds, Senior Lecturer) and student member Ms. Marjut Vanha-aho (Juha Pöntinen).

## **GENERAL REGULATIONS**

### **ID card**

An ID card has to be worn in all premises of Vaasa Polytechnic. The card is valid only if it is equipped with the sticker denoting the academic year, available from the Student Office.

When beginning the studies, the students get an ID card free. If the card is lost or destroyed, a new card has to be ordered immediately. The finder of a lost card, when returning the card to the Student Office, will be paid a EUR 5 reward by the student who lost the card. The owner of the card can redeem the card by paying the reward or alternatively, order a new card which costs EUR 7.

### **The Agenda of the Academic Year 2005 - 2006**

The opening ceremony of the academic year 2005 -2006 will be held on Wednesday 7 September 2005 at 15.00. There is no instruction during the opening ceremony.

Instruction on the part of the youth education will begin according to the weekly schedule on Monday 22 August, 2005 and will end on 16 June, 2006 with a graduation ceremony.

Instruction for adult education will begin on Friday 28 August 2005.

### **Periods**

The periods consist of eight weeks (5<sup>th</sup> period of 7 weeks) with breaks between as follows:

Period 1:

23.8. - 14.10.2005

Autonomous studies(17.10. – 21.10.2005)

Period 2:

24.10. - 16.12.2005

Christmas break (19.12.2005 - 1.1.2006)

Period 3:

2.1. - 24.2.2006

Winter break (27.2. - 3.3.2006)

Period 4:

6.3. - 28.4.2006

Period 5:

2.5. – 16.6.2006

## **Awarding of the Degree Certificate**

The degree certificate will have to be applied for with a form, available from the Student Office, which has to be submitted to the Student Office at least two (2) weeks before the desired day of graduation.

The application will be processed if all required studies have been completed at the time of submitting the application.

The rector decides on the awarding of the degree based on the proposal made by the unit. If the degree cannot be awarded on the desired day, the application has to be renewed.

Degree certificates will be presented at the end of every period during the academic year 2005 - 2006 as follows (the main functions 16 December, 2005 and 16 June, 2006):

Friday	14 October, 2005
Friday	16 December, 2005
Friday	24 February, 2006
Friday	28 April, 2006
Friday	16 June, 2006

## **Weekly Schedules**

Weekly schedules can be seen on the Polytechnic website and on the notice boards. The web site address is [www.puv.fi](http://www.puv.fi).

## **Admittance to the Polytechnic's Premises**

The doors are open in the units as follows:

Raastuvankatu 31-33:

Monday to Thursday 7.30-19.00

Fridays 7.30-17.00

Wolffintie 30:

Weekdays 7.30-19.00

Saturdays 7.30-16.00

During the summer and breaks all units:

Weekdays 8.00 - 16.00

## Group Codes

I-IT-n: Information Technology (in English), n year  
I-ET-n: Electronics and Information Technology (in Finnish), n year  
I-KT-n: Mechanical and Production Engineering (in Finnish), n year  
I-RT-n: Building Engineering (in Finnish), n year  
I-RY-n: Building and Environmental Engineering (in Finnish), n year  
I-SA-n: Electrical and Automation Engineering (in Finnish), n year  
I-ST-n: Electrical Engineering (in Finnish), n year  
I-TT-n: Information Technology (in Finnish), n year  
I-YT-n: Environmental Technology (in Finnish), n year  
T-AM-n: Foreign Trade and Marketing (in German), n year  
T-IB-n: International Business (in English), n year  
T-IT-n: Information Processing (in Swedish), n year  
T-FE-n: Business Economics (in Swedish), n year  
T-LT-n: Business Economics (in Finnish), n year  
T-TK-n: Information Processing (in Finnish), n year  
R-HR-n: Hotel and Restaurant Business (in Finnish), n year  
R-RB-n: Hotel and Restaurant Business (in Swedish), n year  
R-HB-n: Hotel and Restaurant Business (in English), n year  
S-SO-n: Social Services (in Finnish), n year  
S-SH-n: Nursing (in Finnish), n year  
S-TH-n: Public Health Nursing (in Finnish), n year

After the number 'n' denoting the year of the group, one of the following letters is used if necessary:

A: vocational school based education  
B or C: senior secondary school based education  
E: specialisation studies  
K: studies begun in January  
V: adult education

## STUDIES AND PERFORMANCES

### RIGHT OF STUDY

#### Duration of Studies

Everyone who has enrolled for attendance and still has study years left has the right of study. The time reserved for studies is the standard completion time plus one year. Therefore, the time that can be used for full-time studies is five years in degree programmes of technology and communication and health care and in other degree programmes 4,5 years.

The student who has not completed the degree within the set time will lose the right of study unless the Polytechnic grants him/her extension of time to complete the degree for special reasons.

As a rule, the extension of time can be granted for no more than one year. Working, while studying full-time, is not regarded as a special reason for granting extension. The extension is applied from the Rector with form available at the Student Office. A plan how the student is going to finish the studies has to be enclosed with the application.

## **Enrolment**

All students are to enrol once a year for attendance or non-attendance. Those who are continuing their studies enrol at the beginning of the autumn semester, new students enrol when they start their studies. The enrolment is made for the whole academic year or what is left of it. Only the students who have enrolled for attendance have the right of study. The Financial Aid Committee will be informed of the enrolment; therefore, the enrolment should be taken seriously since it affects the student's financial aid.

The enrolment for autumn 2005 is open 15 May - 2 September, 2005. New students enrol by using an enrolment form available from the Student Office. Those continuing their studies enrol through WinhaWille on the Intranet at <https://secure.puv.fi/wille>.

The enrolment for compulsory studies takes place according to the following time table:

Period 1: enrolment time 15 August – 2 September, 2005

Period 2: enrolment time 3 - 24 October, 2005

Period 3: enrolment time 5 December 2005 – 2 January, 2006

Period 4: enrolment time 13 February – 6 March, 2006

Period 5: enrolment time 10 April – 2 May, 2006

In connection to the enrolment the students are to update their contact information and e-mail addresses under 'contact information' in WinhaWille. Students, who wish to change their non-attendance to attendance in mid-semester, enrol to the Student Office immediately upon starting their studies.

## **Enrolment for Non-attendance**

Non-attendance can be changed to attendance in mid-semester for weighty reasons; however, the change on the part of the spring semester has to be made at the Student Office at least a week prior to the counting day, that is, by 13 January.

The student can enrol for non-attendance during the studies but only for one semester at a time. This period of non-attendance is not included in the maximum duration of studies.

During the non-attendance the student cannot pursue studies, get any entries in the study register or receive financial aid.

### **Resigning from the Polytechnic**

A student who wishes to give up his/her student place to transfer to another institute or to working life or for some other reason, must fill out a resignation application, available from the Student Office or on the Web site. Before the application, the Head of Department or the Study Counsellors should be consulted.

### **Signing up for Study Units**

Every student wishing to participate in a certain study unit must sign up through the Winha Wille system, <http://secure.puv.fi/wille>. Signing up is a prerequisite for completing the study unit. It is also compulsory to be present during the first lesson of the study unit.

### **Denying the Right to Participate**

The student can be denied the right to participate in a certain study unit if his/her basic knowledge on the subject is regarded as insufficient. The participation is denied especially if the lack of knowledge involves, for example, a safety risk.

### **Starting the Specialised Studies**

The prerequisite for starting the specialised studies is that the student has completed first year studies and sufficient amount of basic studies, altogether 60 credit points. In the unit of Health Care and Social Services all professional basic studies have to be completed.

### **Starting the Thesis**

The thesis is started during the third year. Instructions for writing the thesis can be found on the polytechnic website.

It is required that the student has completed the basic studies before s/he writes the thesis. In engineering programmes additional 30 credit points units of specialised studies are required to be completed, which makes 150 credit points altogether.

### **Free-choice Studies**

The purpose of the free-choice studies is to expand and deepen the student's professional knowledge. They can be selected from the studies provided by Vaasa Polytechnic or from the studies provided by other university units. Study units that are completed elsewhere have to be agreed on with the Head of

Department. Such study units are entered to the study register only on the basis of an application.

Free-choice study units provided by Vaasa Polytechnic are always held on Mondays and Thursdays starting at 3.15 pm. Enrolment for the studies takes place before each study period as follows (weeks of tuition of the free choice studies in brackets):

- period 1. 15 -24 August, 2005 (35-40)
- period 2. 3 – 12 October, 2005 (43-49)
- period 3. 5 - 14 December, 2005 (1-7)
- period 4. 13 – 22 February, 2006 (10-16)

The signing-up takes place through WinhaWille <https://secure.puv.fi/wille>.

Further information on free-choice studies is available through the Study Counsellors and Heads of Department.

### **Virtual Studies**

Vaasa Polytechnic is actively developing and implementing network-based teaching. As a result new learning possibilities that are less restricted by time and location are available to more and more interested ones. At Vaasa Polytechnic e-learning is either e-learning supported contact teaching or totally virtual teaching which takes place through the data network, in which case the course is generally completed on an e-learning platform. There are two platforms in use at Vaasa Polytechnic: WebCT ja Moodle. Every student has to complete at least one e-learning course. If the curriculum of the degree programme does not include any totally virtual courses, the student is responsible for taking care that one e-learning course is included in the studies (for example, in the free-choice studies). The financing of the outside e-learning courses is taken care by the Vaasa Polytechnic if the student has applied for the permission according to the instructions. (NB. The Polytechnic does not compensate for travel or other such expenses, only the course fee.) Please, check all uncertain details before enrolling for an e-learning course. The enrolment instructions and further information on e-learning at [http://www.puv.fi/fi/student\\_services/virtual\\_studies/](http://www.puv.fi/fi/student_services/virtual_studies/). In addition, Mira Pihlaja, E officer, helps students with matters connected with e-learning. E-mail: [mira.pihlaja@puv.fi](mailto:mira.pihlaja@puv.fi) or [eVirkailija@puv.fi](mailto:eVirkailija@puv.fi).

### **Extra Tuition**

In addition to the basic tuition belonging to the study unit, it is also possible to arrange extra tuition for the students having great difficulties in achieving the minimum goals of the curriculum. The initiative for the extra tuition can be made by either the student or the teacher. The amount of the extra tuition needed will be settled separately in each case.

The permission for extra tuition should be applied from the Dean with a form available from the Student Office or teachers or website [www.puv.fi/student\\_services /forms](http://www.puv.fi/student_services/forms) for study matters.

## **Study Trips**

The purpose of study trips is to get to know the field's industry, working sites, exhibitions and other comparative objectives. Trips that last over 24 hours are mainly arranged for senior year students.

During school terms, study trips are usually made within Finland and always under the teacher's supervision. A filled-in application form must be filed with the Head of Department at least a week before the beginning of the trip. The following information should be found on the application form:

- trip programme with time-table and destination
- name of the supervising teacher
- name of the leading student
- re-organisation of the lessons, signed by the teachers
- the estimated cost of the trip.

During the time of the trip the only lessons considered given in accordance with the time-table are the ones that are given by the supervising teacher, all other lessons will have to be compensated. When applied, the Polytechnic might take part in the cost of the trip.

## **ASSESSMENT CRITERIA**

The policy, stated in the directives of the Vaasa Polytechnic quality manual, is in compliance with the assessment that can be found at: <http://www.puv.fi/vaaku/laatu/ohjeet>.

Here only the most important items are mentioned. The fundamental principle is that the assessment is carried out by comparing the student's performances with the objectives of curriculum complied.

## **Scale of Grades**

Performances are assessed using the scale excellent (5), good (4-3), satisfactory (2-1) and fail (0). In exceptional cases, which are stated in the curriculum, performances are assessed using the scale pass/fail.

## **Assessment of Study Unit**

The degree consists of study modules which on their part are constituted by study units. A study unit is the smallest unit that can be assessed and entered to

the study register. The scope, contents, requirements and other information can be found in the study guide.

The teacher of every study unit will give additional information on the implementation and requirements of the study unit, so *participation* right from the beginning of the study unit is very important. A study unit includes at least one exam, assignment or other demonstration of one's knowledge. In order to pass the study unit, all required components have to be completed and passed.

### **Deciding on the Assessment of the Study Unit, Registering and Informing**

The study unit is approved and the grade given by the teacher who gives the exams and receives other demonstrations. Full-time teachers enter the grades themselves into the Polytechnic's information system three weeks after the last demonstration has been given at the latest. The Student Office registers the grades given by part-time lecturers on the basis of the list of grades submitted there.

The teacher has to inform the students with a notice when the grades are to be seen in the WinhaWille system and give information on possible requests for adjustment. The students can check their grades through WinhaWille at <https://secure.puv.fi/wille>.

This calls for that the student has enrolled for attendance and has the necessary user name for the system. A forgotten user name/password can be renewed at the Student Office.

Additional information and assistance concerning Winha is also available through e-mail at:

- [tec-winha@puv.fi](mailto:tec-winha@puv.fi)
- [bet-winha@puv.fi](mailto:bet-winha@puv.fi)
- [hes-winha@puv.fi](mailto:hes-winha@puv.fi).

### **Retakes of Study Units**

The student is entitled to two retakes. After two failed retakes, the student has to give a written account of the reasons that have led to the situation with a suggestion of how to complete the study unit.

The student submits the account to the Head of Department and discusses the matter with the head. The Head of Department requests a statement from the teacher of the study unit, if necessary.

The alternatives are that the student gives a new demonstration on some part of the study unit or attends the whole study unit again from the beginning. If the student fails to raise an already passed grade, the original grade will not be lowered.

## **Amendments**

The student has a right to know how the assessment criteria have been applied to him/her. The teacher who has assessed the student gives an account of the assessment. The student, dissatisfied with the assessment and the account, can request an amendment from the teacher within 14 days from the day the results of assessment were given.

The student dissatisfied with the teacher's account can apply for the amendment from the Polytechnic's Board of Examiners within seven days from the day the account was given. The request for amendment, addressed to the Board of Examiners is delivered to the Student Office.

## **EXAMS AND TESTS**

### **Organising**

The exams and tests belonging to the basic completion of the study unit are arranged mainly during the teaching period. The departments draw up a schedule for these exams. The principle is that there can only be one exam per day.

The first retakes are arranged during the period following the study unit and the second retake in the beginning of the period following this. The purpose is to choose the retake dates so that every student wishing to participate has a possibility to do so. The date, duration and venue of the exam have to be announced at least two weeks before the exam.

The student is entitled to two retakes. The students have to follow the announced retake times. The teachers have no obligation to arrange any additional retakes. Not taking part in the retakes does not entitle the student to any extra retakes.

If the study unit is still uncompleted after the retakes, the Head of Department has to be consulted on the completion of the study unit.

### **Participation**

The prerequisite for taking part in the exams is that the student has signed up for the study unit. In addition, students have to sign up for the retakes according to the unit's instructions at least a week before the retake. The sign-up is binding. The student who has signed up but does not turn up for no valid reason, is regarded as having retaken the exam.

In the exam situation, the supervisors have the right to remove the students who do not follow the given instructions from the place. The students must have the ID card issued by the Polytechnic or be able to prove their identity in some other way.

The students are allowed to have only pencils, pens, erasers and other writing and drawing tools with them and a calculator with a clearable memory. The memory of the calculator has to be cleared before the exam starts.

Mobile phones, bags, coats and caps and such have to be left outside the exam room. The use of dictionaries and the student's own, unchecked table books is forbidden. No papers or books are allowed to be brought in the exam room. All required papers and other material will be provided together with the exam questions in an envelope which can be opened after the permission has been given. After the exam, all material is returned to the supervisor.

Discussion or other communication between the exam participants during the exam is forbidden and other behaviour which can be regarded as an attempt to cheat will lead to charges of cheating. The student who is guilty of cheating or its attempt will be removed from the exam room immediately and his/her exam will be failed.

### **Exam Questions and Assessment**

The exam has to include easy, average and difficult questions, so that approximately one third of the questions belong to each category. Easy questions are such that every student who has taken part in the instruction can answer them, while difficult questions require very good or excellent knowledge of the subject. Requirements for passing the exam have to be announced to the students in the exam situation at the latest.

The exam is to be assessed so that the maximum number of points produces the grade of excellent (5) and the required minimum number of points the grade satisfactory (1). The other grades are defined by using a scale with equal intervals. The knowledge required for passing the exam is announced at the beginning of the course.

### **Results and Amendments**

Exam papers are not returned to the students but the teacher is to retain them for at least six months after the results have been published. The students have to be given the model answers and a possibility to see their exam papers and how they have been assessed by the teacher. The students also have a possibility to copy their own exam papers if they want to.

The list of results with only passed performances and the necessary statistical information (number of participants, group average) is put on the notice board. The grades of the exam should be marked on the list, not only the number of points. The same procedure applies to all assessed demonstrations. The teachers inform the students regarding the exam or other demonstration arrangements, model answers, possibilities to see the exam papers and amendments.

The results are to be published three weeks after the exam at the latest. If the results cannot be given within this time frame, the situation has to be made

known to the students before the end of the three week dead-line. The results can be removed from the notice board two weeks after the publication. The procedure stated in 'Amendments' is applied in the amendment of assessment.

### **Written Assignments and Seminars**

Written assignments and seminar papers are comparable to exams and tests. Submitting an assignment by the dead-line is equivalent to the basic performance (exam, test) of a study unit. A new dead-line is equivalent to the first retake, etc. The dead-line of an assignment has to be informed to the students in writing at least two weeks before the dead-line.

### **CREDIT TRANSFER AND OTHER CREDITS**

#### **Credit Transfer**

The student can apply for the credit transfer for corresponding studies or credits completed earlier.

The permission for credit transfer has to be applied from the Dean with a form available from the Student Office or website. New students apply the credit transfer by 15 September. In the following study years applications for credit transfer can be made whenever necessary. The application must include the name(s) of study unit(s) in question and grounds for the exemption with appropriate certificates.

The procedure is the same if the student wishes studies completed elsewhere than Vaasa Polytechnic to be recognised as free-choice studies. Studies completed elsewhere than Vaasa Polytechnic will not be mentioned with grades in the degree certificate. If the student has received financial aid earlier for these studies, he/she cannot count these credit transfers into credit units entitling to financial aid.

#### **Credits Produced by Student Union Activities and Student Exchange**

For activity in the Student Union, free-choice studies worth three (3) credit points at maximum can be obtained. One year as a student tutor produces two credit points and international tutoring one credit point. On both occasions, the assessment is on the pass/fail basis. The credits must be applied for personally from the Head of Department. The application must be accompanied with a recommendation from the Student Union and personal report with information on the tasks and duties in the Student Union, obtained results, the time consumed and an estimate of what has been learned in the process.

#### **Credits Connected with International Exchange**

By writing an extended travel report on the exchange abroad in English, titled "My Foreign Experience" the student can be granted a credit worth three credit points at maximum. This also has to be applied from the Head of Department. A

recommendation from the International Relations Coordinator has to be enclosed with the application.

### Participation in Guest Lectures

By attending any seven lectures, given by visiting foreign exchange teachers the student can obtain two credit points (1 cp) as free choice studies. The student is to write a summary of each of the lectures in English, Finnish or Swedish and submit them to the Head of the Department who then accepts the credit. A schedule on the visiting lectures can be found on the polytechnic website.

### Military Service

For training at Reserve Office School or at NCO School 7 credit points can be granted as free-choice studies in engineering degree programmes. In other fields each case is assessed separately. The application is made with the credit transfer form.

More information about credit transfer is available through the Study Counselors and Heads of Department.

## **DEGREE REGULATIONS**

### GENERAL REGULATIONS

#### **Units**

Vaasa Polytechnic, subsequently to be referred to as the Polytechnic, consists of three educational units, which are the Unit for Business Economics and Tourism and the Unit for Health Care and Social Services and Unit for Technology and Communication. In addition to these, the Polytechnic has an Administration and Study Affairs Unit and Research and Service Unit.

#### **Educational Task**

The task of the Polytechnic is contained in the Law and Act on Polytechnic Education (351/2003 and 352/2003).

The Polytechnic provides polytechnic level education in the fields of Technology and Communication, Social Sciences, Business and Administration, Tourism, Catering and Domestic Services as well as Health Care and Social Services. In addition, the Polytechnic provides open polytechnic education.

The objective of the Polytechnic education is to train professionals for the working life. In addition to education, the Polytechnic has research and development activities to serve the needs of the instruction and the working life.

Research and development concentrates on regional development and cooperation with small and medium-size businesses.

## **Degrees**

The degree taken at the Polytechnic is an academic degree.

The following degrees are provided by the Polytechnic:

1. Liiketalouden ammattikorkeakoulututkinto (in Finnish), Bachelor in Business Administration
2. Yrkeshögskoleexamen inom företagsekonomi (in Swedish), Bachelor in Business Administration
3. Matkailu- ja ravitsemisalan ammattikorkeakoulututkinto (in Finnish), Bachelor in Hospitality Management
4. Yrkeshögskoleexamen inom turism- och kosthållsbranschen (in Swedish), Bachelor in Hospitality Management
5. Sosiaali- ja terveystieteiden ammattikorkeakoulututkinto (in Finnish), Bachelor in Health Care and Social Services
6. Tekniikan ammattikorkeakoulututkinto (in Finnish), Bachelor in Engineering
7. Liiketalouden ylempi ammattikorkeakoulututkinto (in Finnish)

The titles of Polytechnic degrees for the part of the education in the academic year 2005-2006, in accordance with the decision made by the Ministry of Education, are the following:

- Insinööri (AMK); Bachelor of Engineering
- Restonomi (AMK); Restonom (YH); Bachelor of Hospitality Management
- Sairaanhoidaja (AMK); Bachelor of Nursing; Terveystieteiden ammattikorkeakoulututkinto (AMK); Bachelor of Public Health Nursing;
- Sosionomi (AMK); Bachelor of Social Services
- Tradenomi; Tradenom; Bachelor of Business Administration
- Tradenomi (ylempi AMK)

The Ministry of Education decides on the new degree specific titles.

## **ORGANISING POLYTECHNIC EDUCATION**

### **Degree Programmes**

The Polytechnic implements degree programmes as ratified by the Ministry of Education each academic year. The degree programmes for academic year 2005 - 2006 with their respective scopes and specialisation alternatives follow the decision made between Vaasa Polytechnic, the City of Vaasa and the Ministry of Education for 2004-2006.

The degree programme is an entity of studies designed and provided by the Polytechnic, focusing on a field of duties and their development, requiring vocational and professional expertise to meet the needs of working life.

The scope of the degree programmes is 210-240 credit points. A credit point is defined so that the student's total work input during one academic year to attain the objectives equals 60 credit points. Measured in time, the scope of the degree programmes in engineering and health care is four years (240/60) and in other degree programmes 3,5 years (210/60).

The degree programmes are composed of basic studies, specialised professional studies, practical training, a thesis and a maturity test. To obtain the right to practice a profession, the sector of Health Care and Social Services has observed the Law and Act (559/94 and 564/94) and the EU special directives concerning nursing.

The degree programmes are divided into specialisation alternatives, where part of the studies are in a special area of the profession.

### **Study Units and Curricula**

The studies are planned and provided in periods, these forming the basic unit of studies and teaching. Part of the studies is compulsory, another part alternative or optional.

The curriculum of each degree programme specifies the name of each study unit, gives the scope in credit points, the goals and objectives, contents, amount of teaching and practical training as well as the assignments required.

The curricula of the degree programmes are approved by the Board of the Polytechnic.

## **STUDIES AT THE POLYTECHNIC**

### **Basic Studies**

The scope of basic studies is 90 - 150 credit points. The studies at the Polytechnic are divided into general basic studies and professional basic studies.

The aim of the basic studies is to familiarise the student with the objectives and contents of Polytechnic studies, to provide a foundation common for all further Polytechnic studies.

General basic studies common to all students comprise Introductory Studies, Entrepreneurship and Society, Languages and Communication and Data Processing. In addition, Mathematics and Natural Sciences are included in the general basic studies.

The objectives of the professional basic studies in each degree programme is to familiarise the student with the concepts, essential theoretical and professional knowledge and skills together with major research results within the fields relevant for the degree programme. The purpose is to give the student a broad general outline of the status and significance of the professional field in question in the society, working life and international environment.

## **Language Studies**

In the language studies of polytechnic or otherwise obtained, the student must attain

1. a proficiency in both Finnish and Swedish which meets the requirements set in Law (424/2003) concerning state officials and a proficiency that is an absolute condition for pursuing a career and professional development
2. a written and oral proficiency in one or two foreign languages which is an absolute condition for pursuing a career and professional development.

The above mentioned clause 1 does not concern student who has obtained her/his basic education by other than Finnish or Swedish language or basic education is performed abroad. The knowledge of Finnish or Swedish is reported in the degree certificate.

## **Specialised Professional Studies**

The scope of specialised professional studies is 30 - 60 credit points. The objective is to familiarise the student with the traditions, essential problems, applications and their scientific basis in the respective professional fields, so that the student, having graduated, is able to function independently in his/her professional field in specialised tasks and assignments.

Specialised professional studies are divided into compulsory, alternative and free-choice studies.

## **Free-choice Studies**

The extent of free-choice studies is at least 10 credit points. In addition to the Polytechnic's own selection of free-choice studies, the Polytechnic may accept studies from other polytechnics and universities home and abroad. The respective unit will accept the combination of free-choice studies.

## **Practical Training**

Practical training forms a study entity incorporated in the study programme, for which objectives, scope, contents and form of completion have been defined. The scope of practical training is at least 30 credit points.

The objective is to familiarise the student, under supervision, with tasks at work both with applying the knowledge and skills in working life and with developing

the student's professional basic proficiency. Insight into professional ethics of one's field is part of the objectives of practical training.

The educational unit in question is responsible for acceptance and supervision of practical training as a part of the degree programme. In general, it is the student who is responsible for finding an employer who offers work placement, but the unit will assist in organising it. Practical training can also be completed abroad.

### **Thesis and Maturity test**

The scope of the Thesis is 15 credit points. The objective is to prove the student's ability to apply his/her knowledge and skills in professional and specialised tasks related with professional studies.

The thesis can be a single or multi-field problem-oriented project, experimental or theoretical research work or design or development project. This project always contains a written part, oral presentation and maturity test.

It is possible to do the Thesis as group-work, but then the share of each student must be identifiable for assessment.

The assessment of the project focuses on the student's activity, skills in independent information acquisition and processing of information, recognising, analysing and solving of professional and scientific problems in one's own field, also in new practical situations, as well as in the quality of the written and oral presentations.

The maturity test is a supervised, written test on the topic of the thesis, given by the supervising lecturer. The maturity test is assessed both from the viewpoint of content as well as language and the grade given is either a pass or a fail. The topic of the thesis is accepted and the procedure defined by the respective unit.

### **Credit Transfer**

Studies completed previously or practical training that correspond to study units in the degree programme or parts of them may be accepted on the student's request as part of the studies. When accepting credits that are to be transferred, the performance certificates and the relevance must be checked.

The same procedure applies to study units completed at other institutes of higher education during the studies. Study units integrated into basic instruction which have been completed at Open Polytechnic are transferred directly to a degree student's curriculum without the application procedure.

### **Completing a Degree**

To complete the requirements for taking a degree at the Polytechnic the student must

1. participate in the study units of the degree programme, completing all required work in required forms, in such a way that the objectives of the study units are fulfilled,
2. complete the study units described in the curriculum, which are assessed as defined below,
3. complete the requirements for practical training,
4. complete the thesis,
5. complete the maturity test.

The Rector grants the degree and issues the certificates on the proposal of the educational unit in question. The studies required for the degree have to be completed within a period of time that is one year longer than the standard completion time.

The scope of studies in adult education depends on the degree programme. The studies required for the degree have to be completed within a period of time that is one year longer than the standard completion time.

### **Assessment and Certificates**

The fulfilment of the Polytechnic degree objectives is assessed through an oral or written examination, an assignment or any other reliable methods of the assessment.

The assessment of the subjects is related to the set objectives. The following scale of grades is employed: very good (5), good (4 and 3), pass (2 and 1), and fail (0) or as follows: pass (S), fail (0). In addition, in credit transfer markings substituted (K) and exempted (V) are used.

Study units are assessed by the examiner in question. The results of assessment are public. The student is entitled to feedback on his/her performance, to be given by the examiner. In rectifying the assessment, the procedures stated in the Polytechnic Law (351/2003) and the Act on Polytechnics (352/2003) are complied.

The performance of a subject may be retaken a maximum of two times.

Marks of language studies:

According to the recommendation of Ministry of Education the Polytechnics mark 1-3 correspond the state officials language skill level satisfactory and 4-5 level good (L 424/2003 §).

In addition to the degree and the degree programme, the certificate should contain the potential specialisation alternatives, the specialised professional studies, the essential contents of the degree, the topic of the thesis, the language of the maturity test as well as the assessment of study achievements.

The student has the right to receive a transcript of records from the institute during the course of his/her studies. The students of the Open Polytechnic receive a transcript of records of the completed studies.

## MISCELLANEOUS PROVISIONS

### **Planning, Developing and Assessment of Teaching**

The planning and organising of the degrees, degree programmes and curricula together with their continuous development, takes place at the educational units and in cooperation with the other units.

The development of the degree programmes also takes place in co-operation with the universities and the representatives of working life.

### **Transfer Student Admission**

A student can be admitted to Vaasa Polytechnic's undergraduate degree programme outside the national Joint Application System if:

1. The applicant has enrolled as a student of the Polytechnic
2. The student is transferring from one polytechnic to another to complete the same degree in the same degree programme.
3. The student resigns from his/her former polytechnic.
4. The transfer student is able to complete the degree within the remaining study time.
5. In youth education the right of transfer applies only to students who have studied at least one year in the degree programme/polytechnic in which they were originally admitted. The right of transfer does not apply to the transfer between the forms of education – from youth education to adult education, or vice versa.

Transferring within the Polytechnic to another degree programme is possible only within the same field of study and with the same admission criteria.

More detailed instructions on transfer student admission can be obtained from Vaasa Polytechnic Quality System Directives. The Rector, based on the statement of the Deputy Rector, makes the decision concerning transfer student admission.

### **Open Polytechnic**

If the student has completed altogether 90 credit points of basic studies of a degree programme provided by Vaasa Polytechnic at Open Polytechnic, s/he has a right to apply for the right of study as a degree student in adult education programmes, following the application procedure.

### **Application of Degree Regulations**

In case the need arises to interpret these degree regulations as a matter of discretion, the general principles of legal safety must be observed thereby. Prior to taking decisions, all the parties involved must be sufficiently heard. All the decisions must be based on accepted standards and norms and should be public.

#### REGULATIONS CONCERNING TRANSITION AND VALIDATION

These degree regulations will become valid after being accepted by the Board. These degree regulations are valid from August 1, 2005 to July 31, 2006.

## STUDENT SERVICES

### APPLICATIONS OFFICE

Wolffintie 30

Office hours:

Monday to Friday 9.00 – 15.00, telephone 326 3325, 326 3326

The applications office takes care of the matters related to the nationwide application for the youth education and separate application for the degree programmes in foreign language and adult education programmes.

#### *Services*

- Information for applicants
- Registering
- Invitations to entrance examinations
- Entrance examinations
- Letters of admittance and acceptance

Study secretaries working in the office and their areas of responsibility are:  
Annika Ala-Louvesniemi: Engineering degree programmes and degree programmes in health care and social services

Venla Keskitalo: Degree programmes in business economics and tourism

## STUDENT OFFICE SERVICES

Wolffintie 30, Raastuvankatu 31

*Office hours:*

Monday to Friday 9.00 - 15.00, telephones Wolffintie: 326 3115, 326 3117;

Raastuvankatu: 326 3528, 326 3803

The student offices take care of information, office and statistics services related to the studies.

#### *Services:*

- study register
- transcripts of records
- financial aid affairs
- student certificates
- other customer services

Study secretaries working in the offices and their areas of responsibility are:

### **Raastuvankatu 31**

Jeanette Forström: Hoitotyö, sosiaaliala, hotelli- ja ravintola-ala (Finnish programmes), hotel- och restaurantbranschen (Swedish programme) and Hotel and Restaurant Business (English programme)

Sinikka Hangasmäki: Liiketalous, företagsekonomi, International Business

Tuija Hakomäki: special tasks related to ECTS changes and statistics

## Wolffintie 30

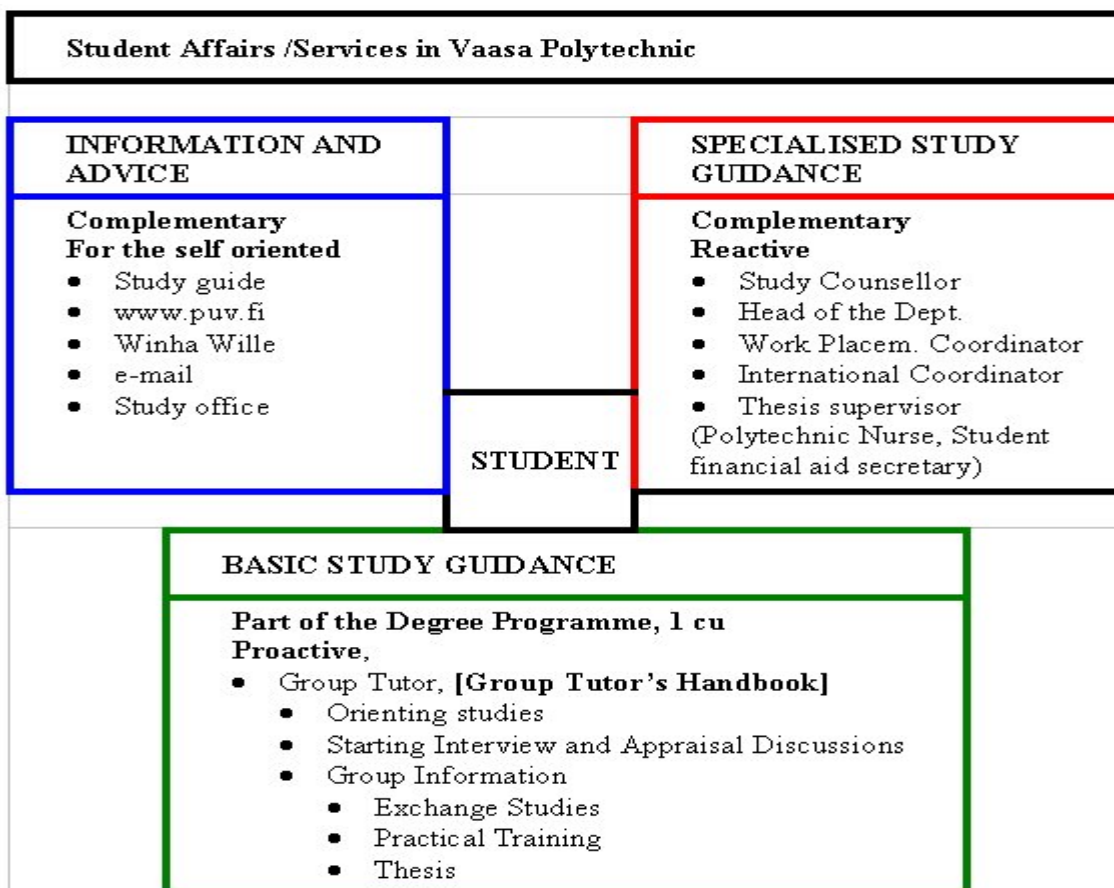
Siru Suominen: Tietotekniikka, Information Technology

Heli Vehniäinen: Finnish programmes in Building Engineering, Electrical Engineering, Environmental Technology and Mechanical and Production Engineering

Maj-Gret Berg: Tietojenkäsittely, informationsbehandling

## STUDY GUIDANCE

The operations model and objectives of the study counseling at Vaasa Polytechnic:



Objectives:

- To commit the student to the studies at Polytechnic
- To advance the learning and progress of studies
- To reduce the number of drop-outs
- To support the graduation within the standard completion time
- To strengthen the professional identity and professional growth

Measures:

The group tutor's hand book includes instructions and tools

- Introductory studies: common contents

- Starting interview
- Development discussions, regularly throughout the studies
- Up-to-date, targeted guidance that meets the student's needs

The tasks of the group tutor are to familiarize the new students, to keep contact with the group and to follow up the progress of the studies of the students. In addition to the introductory studies and starting interview, the group tutor has a development discussion with the student once a year throughout the studies. The group tutor and the study counselor co-operate and make sure that there is enough guidance available, for example, at junction points of studies.

*Study Counsellors:*

Riitta Aikkola, Technology and Communication, Health Care and Social Services  
Tel. (06) 326 3106, 040-822 2615

Email: [riitta.aikkola@puv.fi](mailto:riitta.aikkola@puv.fi)

Hilkka Vuorensivu, Business Economics and Tourism

Tel. (06) 326 3510, 040-516 3510

Email: [hilkka.vuorensivu@puv.fi](mailto:hilkka.vuorensivu@puv.fi)

## CAREERS AND RECRUITMENT SERVICES

The careers and recruitment services give information on vacant jobs and create opportunities for job seeking during studies.

The careers and recruitment services are closely connected with studying and to the teachers' and students' everyday work. The services are a natural and complementary part of work placement, thesis and co-operation projects.

Careers and recruitment services are provided by the Placement Coordinators and Study Counsellors of the units.

For more information: [www.puv.fi/en/student-services/careers](http://www.puv.fi/en/student-services/careers) and recruitment services.

At [jobstep.net](http://jobstep.net), the joint net recruitment service of Finnish polytechnics, you can look for vacant jobs, leave in your CV in e-form and even activate a 'watch dog' to keep a watch over interesting jobs for you.

An e-mail address is required for using Jobstep since it sends you information through e-mail.

On the first time you have to register yourself as a job seeker. After this you can register as a user. Your user name is your WinhaPro number (from the student management system), to which you add prefix VAMK (e.g. VAMK1234567). You can make up your own password, which has to be at least 5 characters.

On the website of the Polytechnic under Student services, Careers and Recruitment, you will find databases that help in finding a job. The database of companies is intended for inquiries for work placements, jobs and subjects for

theses. The database of companies is on the Intranet and it is available only from the computers in Vaasa Polytechnic.

## PRACTICAL TRAINING SERVICES

The purpose of practical training is to familiarize the student with the working environments and tasks of the future career, the operation of the organizations and with entrepreneurship.

The contents and scope of the training varies according to the degree programme. The scope is always at least 30 credit points. However, in health care and social services the scope is 45, 75 or 85 credit points.

It is possible to do the training abroad. In the degree programmes with other than Finnish or Swedish as tuition languages, the students have to complete part of their studies or training abroad.

The students are primarily responsible for acquiring a training placement themselves. In health care and social services, however, the polytechnic will acquire the training placements.

Each unit has their own placement coordinators who will assist with matters concerning practical training. Further information available at [www.puv.fi/en/student services/practical training](http://www.puv.fi/en/student_services/practical_training)

### *Placement coordinators:*

- Jouko Pakka, Technology and Communication  
Tel. (06) 326 3109, 040-738 3904, [jouko.pakka@puv.fi](mailto:jouko.pakka@puv.fi)
- Kristina Österholm, Business Economics and Tourism  
Tel. (06) 326 3514, 040-745 3514, [kristina.osterholm@puv.fi](mailto:kristina.osterholm@puv.fi)
- Päivi Autio, Senior lecturer, Health Care  
Tel. (06) 326 3859
- Riku Niemistö, Senior lecturer, Social services  
Tel (06) 326 3885

The practical training and the training report is approved by the teacher responsible for training who also enters the credits to the study register.

## INTERNATIONAL ACTIVITIES

The Head of International Relations is responsible for international activities within the Polytechnic and for the cooperation between units. The coordinators are responsible for assisting in the matters concerning student exchange.

Vaasa Polytechnic is involved in European Union Sokrates and Leonardo da Vinci programmes, North-South Higher Education Network Programme, funded by the Ministry of Foreign Affairs, as well as in the Scandinavian NordPlus programme. Through these programmes, a great number of training placements can be

offered, mainly second and third year students every year. Besides these networks, the Polytechnic has several international agreements of mutual co-operation in Europe, Asia and America.

The application for the exchange placements is normally due during the spring semester of the previous academic year, by the end of February. For spring semester, there is also a separate application in previous autumn, by the end of October. The Polytechnic supports studies and training abroad by study grants and travel expenses support.

Additional information on training abroad is primarily given by the placements coordinators but you can make inquiries in labour offices and The Centre for International Mobility CIMO (contact information below). It is also worthwhile to keep an eye on notice boards.

It is possible to apply for studies abroad through programmes outside Vaasa Polytechnic but we recommend that you consult your own unit well in advance. Further information about studies and training abroad is given by the CIMO, Hakaniemenkatu 2 (PL 343), 00531 Helsinki, automatic telephone service 09-774 776 77 (24h), information service 0600-9-1020 (Mon-Thur 9 am -14 pm).

Further information about applications is available from the international office, on notice boards at the international offices and on the Internet.

An application form and enclosures are printable on the Internet. They should be delivered to the international office.

International Office:  
Wolffintie 30, FIN-65200 VAASA  
Email: [international@puv.fi](mailto:international@puv.fi)

Head of International Affairs:  
Ritva Mertaniemi  
Email: [ritva.mertaniemi@puv.fi](mailto:ritva.mertaniemi@puv.fi)  
Tel. (06) 326 3013

International Affairs Coordinators:  
Tuija Tammi  
Email: [tuija.tammi@puv.fi](mailto:tuija.tammi@puv.fi)  
Tel. (06) 326 3105  
Kerstin Berg  
Email: [kerstin.berg@puv.fi](mailto:kerstin.berg@puv.fi)  
Tel. (06) 326 3041  
Kati Sulka  
Email: [kati.sulka@puv.fi](mailto:kati.sulka@puv.fi)  
Tel. (06) 326 3042

## LIBRARY SERVICES

Vaasa Polytechnic Library offers full services to all its customers. The students have access to both printed and electrical books and periodicals in the fields represented by the Polytechnic and to several databases. In addition, we offer distant loan services, which other libraries in Vaasa do not give, give guidance in information acquisition and arrange courses in data management. To new students we give training in the use of the library and databases right at the beginning of the studies.

The library has two branches: the Unit for Business Economics, Tourism and Health Care in Raastuvankatu and the Unit for Technology, Communication and Social Services in Wolffintie. The polytechnic library services are complemented by other local libraries such as The Tritonia Academic Library and Vaasa City Library.

Opening hours are Monday to Thursday 9am – 4 pm and Fridays 9am -3 pm. Information on exceptional opening hours and other topical matters is available at <http://www.puv.fi/en/library>

The library e-mail address is [library@puv.fi](mailto:library@puv.fi)<<mailto:library@puv.fi>>

Telephone numbers are:

Technology, Communication and Social Services: (06) 326 3118

Business Economics, Tourism and Health Care: (06) 326 3516

## STUDENT HEALTH CARE

The City of Vaasa Health Office is responsible for student health care. The offices of public health nurses are situated in the units. *Public Health Nurses:*

**Technology and Communication and Social Services:**

Donald Esselström (leave of absence till 31 December, 2005, Pia Pirneskoski)

Tel. (06) 325 2190

Mon - Thu 8.00-16.00 and Fri 8.00-12.00 (without appointment Mon - Fri 8- 9, Mon – Thu 11.45 -13.15).

**Business Economics and Tourism and Health Care:**

Gunvi Hietamäki

Tel. (06) 325 2182

Mon - Thu 8.00-15.30 and Fri 8.00-15.00 (without appointment Mon-Fri 8-9 and 12-13)

*Emergency duties:*

Med-info, 24 hour telephone service tel. 211 411

Emergency duty at Main Health Centre:

Sepänkyläntie 14-16

Tel. (06) 325 1700

Mon - Sun 8.00 am – 10 pm

Yearly fee 22€  
Health station fee 11€  
Emergency duty fee 15€  
Vaasa Central Hospital Emergency Room:  
Hietalahdenkatu 2-4  
Tel. (06) 323 1111  
Mon - Sun 10 pm – 8.00 am  
Fee 15€

Health Centres (open on weekdays 8.00-16.00):  
Kirkkopuistikon terveysasema (Kirkkopuistikko Health Centre)  
Kirkkopuistikko 26, tel. (06) 325 1666  
(northern parts of town centre, Vaskiluoto, Sundom)  
Hietalahden terveysasema (Hietalahti Health Centre)  
Hietalahdenkatu 6, tel.(06) 325 2040  
(southern parts of town centre, Hietalahti, Korkeamäki, Suvilahti)  
Palosaaren terveysasema (Palosaari Health Centre)  
Sepänkyläntie 14-16, tel. (06) 325 1703  
(Palosaari, Kotiranta, Vöyrinkaupunki, Metsäkallio)  
Gerbyn terveysasema (Gerby Health Centre)  
Mäntymaantie 5, tel. (06) 325 1711  
(Gerby, Isolahti, Peipponen, Pukinjärvi, Västervik)  
Huutoniemen terveysasema (Huutoniemi Health Centre)  
Teinikuja 11, tel. (06) 325 1770  
(Asevelikylä, Huutoniemi, Teeriniemi, Kiilapalsta, Melaniemi)  
Ristinummen terveysasema (Ristinummi Health Centre)  
Jyrsijänkatu 2, tel. (06) 325 1691  
(Ristinummi, Vanha Vaasa, Teeriniemi, Runsor, Kråklund)

*Mental health services:*

Health centre psychologists,  
Kirkkopuistikko 28, 2nd floor, by appointment Mon - Fri 8-11, tel. (06) 325 2031.  
Mental health clinic (a referral required)  
Hietalahdenkatu 2-4, Mon – Fri 8-16, tel. (06) 323 2272.  
Vaasa Central Hospital Psychiatric Policlinic, (a referral required)  
Sarjakatu 2 ( in connection of Huutoniemi Hospital), Mon - Fri 8-21, Sat - Sun 12-18, tel. (06) 323 2392.  
Centre for young drug abusers Klaara (for under 25 year old),  
Kirkkopuistikko 28, 1<sup>st</sup> floor, tel. (06) 325 2850.  
Shelter,  
tel. (06) 312 9666, Vöyrinkatu 2, open 24 hours.

*Dental care services:*

Dental care is available on appointment at Dental Care Clinics. Adults are charged for dental care in accordance with the Act.  
Further information on health services for students from the public health nurses or at [http://www.puv.fi/student\\_services/health\\_care](http://www.puv.fi/student_services/health_care)

## DATA PROCESSING AND TELECOMMUNICATION

The students have access to computer facilities in all educational units. The facilities can be used according to given instructions also outside classes.

Most computers within Vaasa Polytechnic are connected to the telecommunication network, which through FUNET (Finnish University Network) is connected to the Internet. The computers are equipped with the applications needed for using the network.

The students have access to e-mail at the polytechnic provided that they apply for a user name. Normally, a user name is given to each student in connection with data processing classes. All students of Vaasa Polytechnic are given the opportunity to use e-mail and computers. New students are given an IT Basics booklet, which contains information on hardware, software and their use. The booklet is also available at <http://www.puv.fi/student> services/IT Basics. In malfunction and problem situations, please, contact <http://helpdesk.puv.fi>.

Further information and solutions to problems at: <http://helpdesk.puv.fi>.

Information Systems Manager:

Timo Pitkäranta

Tel. (06) 326 3016

Email: [timo.pitkaranta@puv.fi](mailto:timo.pitkaranta@puv.fi)

## JANITOR SERVICES

Inquiries about the keys and numbers of lockers intended for the students' use can be made from the janitor. The janitors are also responsible for the mail inside and between units.

*The janitors contact information:*

- Technology and Communication: Tel. 040-866 7547
- Technobothnia: Tel. 040-726 3361
- Business Economics and Tourism: Tel. 040-527 3529
- Health Care and Social Services: Tel. 040-702 6486

## ADDITIONAL INFORMATION

There are notice boards and info-screens in every unit where you can find current information about matters concerning the unit, hobbies, jobs, books for sale etc. On Vaasa Polytechnic web site at [www.puv.fi](http://www.puv.fi) you can find e.g. information about coming events. The internal Intranet can be found at <http://intra.puv.fi> where you can find current issues, notices, decisions made by

the Administration in real time and general information about the Polytechnic. Students can use their own user names and passwords to access the intranet.

## **FINANCIAL AID**

### **How to Apply for Financial Aid**

To finance the studies, the student who owns **Finnish nationality**, has a possibility to apply for financial aid from KELA (National Pensions Institute). The purpose of the financial aid is to provide an income during the studies. The forms of aid are study grant, housing supplement and government-guaranteed student loans.

It is possible to file for aid for the whole study time at one time. The months of the financial aid are nine per year. Financial aid is also available for studies abroad, provided that the studies correspond to the studies entitled to aid in Finland and are part of a degree taken in Finland. The student is to inform the Centre for Student Financial Aid of the change of address or changes in rent. The student is responsible to monitor his/her earned income within the annual exempt amount. If the student, according to the taxation data, has exceeded the exempt amount, the student is required to pay back the equivalent amount of aid plus 15% interest.

If the exempt amount is exceeded, it is possible to return the paid aid by the end of March. Months in which part of the aid is returned voluntarily by the dead-line are added back to your entitlement for aid.

Application forms and further information are available from the Student Office and Study Counselors. More exact information is found in KELA's guide of financial aid which is available from KELA offices or Student Offices. The Web site on financial aid can be found at: [www.kela.fi/opintotuki](http://www.kela.fi/opintotuki).

There is also a telephone service that deals with matters of financial aid at polytechnics between 9 am and 12 am at number 0204346650 or general information between 8.15 am and 4 pm at number 0204346770.

### **Financial Aid Committee**

The Polytechnic has a statutory financial aid committee. Its operation has been described in the statute more closely. The Secretary of the Financial Aid Committee in the Polytechnic is

Ms. Susan Sundqvist  
Tel. (06) 326 3017, or 040 733 4174  
Email: [susan.sundqvist@puv.fi](mailto:susan.sundqvist@puv.fi).

### **Summer Aid**

**The student with Finnish nationality** is eligible for financial aid during the summer if he/she studies or is in practical training without pay or if the pay is in average less than € 505 per month. The studies can be pursued e.g. at open university, summer university or other institutes that provide courses that can be recognized as compulsory or free-choice studies. The loan guarantee and housing supplement are available though your pay is more than € 505. The forms are available in the Student Offices and on the Polytechnic website.

Applications are admitted to the Student Office or the Secretary of the Financial Aid Committee, not to KELA.

## **STUDENT ACTIVITIES**

### **VAMOK**

Studying at polytechnic is not only hard work but one can talk about student life that comprises studying, hobbies and free-time activities.

The student is rarely alone against his/her own will because the students have a strong inclination to seek the company of others. There is a certain spirit among the students that unites students, regardless their interests, in studies and in free time.

The students are a group with each member as an individual but when necessary, everybody is ready to pull together. A good example of the students' activity is local student unions.

Vaasan Ammattikorkeakoulupiskelijat VAMOK ry (Vaasa Polytechnic Students) was established for the students of Vaasa Polytechnic in autumn 1996. You become a member by paying the VAMOK's membership fee and an initiation fee. VAMOK is a member of the Union of Finnish Polytechnic Students SAMOK ry.

VAMOK ry participates actively in guarding the students' interest on a national level with its own comments and opinions and participates in various development groups. The supreme right of decision in VAMOK ry is held by the Representative Body, chosen by election where all polytechnic students have a vote. The election of 20 members for the representative body is held every autumn in all educational units of the polytechnic. The term of the representative body is one calendar year.

The representative body chooses the Chairman of the Board and other board members to implement the activity agenda in late autumn. The term of the Board is also one calendar year. The Secretary General and the Student Secretary also work for the student union. VAMOK ry office is located in Palosaari campus at Wolffintie 30. The board members are available in the units at agreed times every week.

VAMOK's objective is to develop the contents of the studies and instruction and to guard and promote the students' interests. As an example of activities, the various sports activities, parties and events (e.g. 'Olutpialaiset', a sort of initiation of new students in September), student tutoring and involvement in developing the quality of education and study environment could be mentioned. The student representatives for the Board of the Polytechnic, the Financial Aid Committee and development groups also go through the student union.

Information on VAMOK activities is available at the website [www.vamok.fi](http://www.vamok.fi) and on VAMOK info which is sent through e-mail to members every two weeks. You can also contact the members of the Board or visit our office.

VAMOK's contact information:

Wolffintie 30, 65200 VAASA

Tel. (06) 326 3140

[www.vamok.fi](http://www.vamok.fi)

E-mail addresses of the VAMOK board members and the Secretary General:

Chairperson: [puheenjohtaja@vamok.fi](mailto:puheenjohtaja@vamok.fi)

Educational politics responsible: [kopo@vamok.fi](mailto:kopo@vamok.fi)

Social politics responsible: [sopo@vamok.fi](mailto:sopo@vamok.fi)

Careers and recruiting responsible: [urre@vamok.fi](mailto:urre@vamok.fi)

International affairs responsible: [international@vamok.fi](mailto:international@vamok.fi)

Information officer: [tiedotus@vamok.fi](mailto:tiedotus@vamok.fi)

Tutoring responsible: [tutor@vamok.fi](mailto:tutor@vamok.fi)

Project responsible: [projekti@vamok.fi](mailto:projekti@vamok.fi)

Chairperson of the representative body: [pj.edustajisto@vamok.fi](mailto:pj.edustajisto@vamok.fi)

Secretary general: [paasihteeri@vamok.fi](mailto:paasihteeri@vamok.fi)

Student Secretary: [opiskelijasihteeri@vamok.fi](mailto:opiskelijasihteeri@vamok.fi)

## **Student Discounts and Benefits**

The student discounts of the academic year 2005 - 2006 have been negotiated in collaboration with VYY, Pagus, Handelshögskolan and KAV. To get the discount, show your membership card. VR, Matkahuolto and several newspapers and insurance companies grant discounts on a national level. Further information available from the organisations, and a list of shops that grant discount can be found on the VAMOK's web site.

Presenting the membership card even in shops not mentioned on the list can be worthwhile. Furthermore, student unions of various polytechnics have negotiated local discounts, so it pays off to show the membership card in shops outside Vaasa.

Students who are permanent residents in Vaasa get a 25% discount in local bus traffic. There is a possibility for a meal once a day in each unit. The students pay for food themselves but the meals are subsidised by EUR 1.2 per meal. You can get a subsidised meal by showing your valid membership card or KELA subsidised meal- card in the restaurants that come under the subsidy. In addition

to the restaurants in the units, the students are entitled to subsidised meals at least in the restaurant Mathilda of Vaasa University and in the canteen of the office building in Palosaari. Furthermore, some private restaurants, e.g. Cotton club at Yliopistonranta come under the subsidy.

## STUDENT TUTORING

In each educational unit of Vaasa Polytechnic, VAMOK arranges active student tutoring. The basic principle is the same in all units but there are also differences between the units. The tutor who is responsible in each unit takes care of the practical arrangements and training of student tutors. The student tutors are volunteering senior students, chosen through interviews who want to share their experiences and time with new students. The purpose of tutoring is to make the starting and adaptation to new surroundings easier. The tutor is a support person and advisor, who aims to create a good spirit in the group and a comfortable study environment. The tutors are often part of new students' lives even outside school; they show you around the town and tell you about free-time activities.

The student tutors usually receive the new students together with the group tutor on the first day, give advice and important information e.g. about the practices at polytechnic, financial aid and practically about everything. As the studies get well on the way, the tutors take care of informing, maintaining the group spirit and help to solve problems to the best of their ability. Tutors are sworn to secrecy about the students' private matters. Contact information of the persons responsible for tutoring: VAMOK ry Email: [tutor@vamok.fi](mailto:tutor@vamok.fi)

## Sports

VOSU has scheduled reservations at various sport halls for e.g. volleyball, badminton, basketball, football, floorball and aerobics. VOSU has participated in national student sports events in ice hockey, volleyball and street basket.

The Sports Secretary is responsible for organising the sports activities for the students and the staff. Leena SaarvioTel. (06) 326 3019  
Email:leena.saarvio@puv.fi

## STRUCTURE OF CURRICULA

The curricula of Vaasa Polytechnic consist of Common Core Basic Studies, Specialised Professional Studies, Free-choice Studies, Practical Training and a Thesis followed by a Maturity Test. The modules, objectives, contents and periods are presented in the tables for each degree programme.

### Common Core Basic Studies

The Basic Studies have been divided into General Basic Studies and Professional Basic Studies according which are defined more closely in the curricula.

### **Specialised Professional Studies**

The specialised professional studies amounts to 10-60 credit points.

The studies are based on modules of 10 - 15 credits. The students choose at least two modules from their field of specialisation and at least one module from another specialisation alternative.

### **Free-choice Studies**

All degree programmes normally include 10 credits of free-choice studies. It is recommended that the students choose free-choice studies also from other educational units. All studies in the level of higher education are suitable. Study Counsellors give further information on the applicability and the acceptance procedure of the studies taken outside the Polytechnic.

### **Practical Training**

During the practical training period the students familiarise themselves with the working procedures and tasks in their own field of specialisation. The training period increases the students' professional skills and motivation. During the training period the students become acquainted with the activities, culture, work and social life of the organisation. Practical training period should promote internationality, entrepreneurship and professional ethics.

The practical training in the Degree Programmes of Technology and Communication, Business and Administration as well as Tourism and Catering comprises 30 credits. In the degree programmes of Health Care and Social Services the practical training takes place entirely in connection of professional studies as guided learning through work: in social studies 45 credits, in health care 50 credit points.

Practical training is to be completed during the studies.

It is recommended that part of the practical training is completed abroad to develop an international competence. The students who study in degree programmes in foreign languages must complete practical training or studies abroad at least 10 credit points.

The practical training is accepted only if the quality and length of the training are sufficient and a written report has been presented.

Each educational unit will give more detailed information concerning the practical training of each degree programme. Each educational unit has a person responsible for arranging and giving information on the training.

## **Thesis**

The objectives of the Thesis are:

- to give the student practise in individual data searching and applied research work
- to develop the student's oral and written communication skills
- to prove the student's professional proficiency

The scope of the Thesis is 15 credit points. It can be applied research work, planning and developmental work or a multi-field project arranged in co-operation of several educational units. The Thesis can be completed as team work but it is essential that each group member's participation can be proved and assessed.

The Thesis always involves a written assignment, oral presentation and a maturity test. They are mainly completed in the same language as the language of instruction in the degree programme.

The Thesis is completed mainly during the Specialised Professional Studies. Each educational unit determines the requirements regarding previous knowledge as well as compulsory studies that support and prepare for the completion of the Thesis. The student is required to attend seminars assigned by the department.

A supervising lecturer is appointed for each thesis. The supervisor assesses the thesis on the scale 1-5. The assessment covers the thesis process with the written report, oral presentation and maturity test. There are separate instructions for completing the thesis.

## **TABLES**

At the end of this book are tables concerning the structure of the degree programmes and description of progress of studying.