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## Instructions for students

STUDENT GUIDE 2009 - 2010

### GENERAL INSTRUCTIONS

#### Quality services

The quality system of Vaasan ammattikorkeakoulu, University of Applied Sciences, has passed the auditing by the board of evaluation of higher education in Finland. Students have their representation in all organs valid for them. The student representatives are nominated and familiarized for the positions in cooperation with the student union VAMOK. Feedback is collected from the students about the studies, implementation and content of education. The summaries of the feedbacks are handled both in development meetings with teachers and in sessions of departments.

The easiest and fastest way for influence, is to give Feedy – feedback. Feedy means an Internet based form, with which you can give feedback from any matter concerning your studies. By giving contact information you will get personal answer to the questions you have posed. All feedback is delivered to the person who is responsible for and to the superior of her / him.

Feedback is also collected from the graduating students and economic life. On the basis of feedback summaries and development plans will be made in purpose to make activities of the school more effective and the quality better.

#### Procedure for 2009 - 2010

Opening Ceremony in academic year 2009 – 2010 is held on Thu 3 Sep starting at 15:00 during which time contact teaching is cancelled.

In youth education, teaching by schedule in the first period commences on Mon 24 August 2009 and concludes on 18 June 2010. In adult education, teaching in Technology and Communication starts on Fri 21 Aug 2009.

#### Periods

Periods are made up of eight weeks of work, the last fifth period is seven weeks, leaving the vacation periods as follows:

- Period 1: 24.8. - 24.10.2009
- Period 2: 26.10.-19.12.2009, Mid-Term vacation (21.12.2009 - 2.1.2010)
- Period 3: 4.1. - 6.3.2010
- Period 4: 8.3. - 1.5.2010
- Period 5: 3.5. - 18.6.2010.

#### Work schedules

Work schedules are available online at

<http://www.puv.fi/en/student-services/academics-schedules/>.

## Instructions for students

### Teaching group codes

I-IT-n	Bachelor of Engineering, Information Technology, n year
I-KT-n	Insinööri, kone- ja tuotantotekniikka, n. vuosi
I-RT-n	Insinööri, rakennustekniikka, n. vuosi
I-ST-n	Insinööri, sähkötekniikka, n. vuosi
I-TT-n	Insinööri, tietotekniikka, n. vuosi
I-YT-n	Insinööri, ympäristötekniikka, n. vuosi
T-FE-n	Tradenom, företagsekonomi, n år
T-IB-n	Bachelor of Business Administration, International Business, n year
T-IT-n	Tradenom, informationsbehandling, n år
T-LT-n	Tradenomi, liiketalous, n. vuosi
T-TK-n	Tradenomi, tietojenkäsittely, n. vuosi
R-HB-n	Bachelor of Hospitality Management, Hotel and Restaurant Business, n year
R-HR-n	Restonomi, hotelli- ja ravintola-ala, n. vuosi
R-RB-n	Restonom, hotell- och restaurangbranschen, n år
R-TRB-n	Bachelor of Hospitality Management, Tourism, n year
R-MR-n	Restonomi, matkailu, n. vuosi
R-TR-n	Restonom, turism, n år
S-SA-n	Sosionomi, sosiaali-ala, n. vuosi
S-SH-n	Sairaanhoitaja, hoitotyö, n. vuosi
S-TH-n	Terveydenhoitaja, hoitotyön, n. vuosi

After the group, and the consecutive code, signalling number n, where relevant, some of the following letters are used as part of the teaching group codes :

- A, B, C, D: youth education
- K: spring group
- E: specialised studies
- V: adult education
- Y: master -degree education

## Instructions for students

### Issuing the Degree Certificate

For application of degree certificate, contact the study affairs office or use the form available at <http://www.puv.fi/en/student-services/forms/>, to be submitted at the study affairs office no later than two (2) weeks before the targeted date for proceeding to degree. The application will be dealt with, providing all the performance components required for the degree have been completed at the moment the application is submitted. The Rector makes the decision on the recommendation of the Dean on issuing of the degree certificate.

The degree certificates are conferred at the end of each period in 2009- 2010 as follows:

- 25.9.2009
- 30.10.2009
- 27.11.2009
- 18.12.2009 (Graduation Ceremony)
- 29.1.2010
- 26.2.2010
- 26.3.2010
- 30.4.2010
- 28.5.2010 (Graduation Ceremony)
- 18.6.2010.

## THE RIGHT TO STUDY

### Study time

Each person equally who has enrolled present and has unused study time left has the right to study. Study time includes in addition to the duration corresponding to the extent of the degree program, one more year. For full time education, five years are available in engineering and health care education, four years and a half in others. The student who has not completed the studies in the time set, loses the study right, unless the student has been granted extension of time to complete the studies on special grounds.

As a rule, extension of time can be granted at most for one academic year. Work along full-time studies is not considered as special grounds for accepting extension. The extension application must include a plan over how the student intends to complete the studies. The application is submitted in the study affairs office. For application form with further instructions, go to <http://www.puv.fi/en/student-services/forms/>.

On completion of the studies required for the Degree Programme, the degree is conferred on the person. The actual study time is not extended due to eventual extra studies. Supposing the student wants to complete additional studies after having taken out the degree, for instance to start with new specialised vocational studies, two choices remain, either specialised studies that are separately planned within the quota for Adult education studies or the studies to be completed within Open polytechnic.

## Instructions for students

### Enrolment

All the students must enrol once per academic year either as present or absent. Those who continue with their studies, enrol before the beginning of the autumn term. Enrolment always concerns the entire expected or remaining academic term. The student who fails to enrol loses the study right. The information about the enrolment is also transferred to the University of Applied Sciences Study Grants Board, which gives even more reason to consider seriously the updating of the enrolment since it affects the social benefits through study grant. A student who has exceeded the study right time cannot enrol absent.

The enrolment time for 2009-2010 is 14.4. - 31.8. 2009. The students who continue their studies enrol at the intranet in WinhaWille at <https://secure.puv.fi/wille> . Those who have exceeded the regular time of completion for a degree must submit a specific form and enrol at the Study Affairs Office. In connection with the enrolment, the student must update the contact information and the email address at 'Change Address' in WinhaWille.

### Change of present/non-present enrolment

The enrolment as present/non-present can only be changed at the turn of the academic year. For the spring term, the change in enrolment must be filed by 12 Jan 2010 over submitting the form with the Study Affairs Office.

During the regular time for the completion of a degree, the student can enrol non-attendant altogether at most for two academic years, however, one academic year per time. This time is excluded from the maximum time of study. While non-attendant, the studies cannot be completed or entered into the student register or the study grant be given either. It is a good idea to consider the use of the right to be absent. In case the student has not submitted enrolment for absence, and fails to attend for studies, or attends only occasionally, the regular time for the completion of the studies is gnawed away at the study right duration in vain.

On the other hand, also work along studies can prove problematic, in case the student will be forced to remain in absence from studies for compelling reason.

### Resignation application

The student, who is going to resign the study place to transfer to another educational institution or working life or for some other reason, must immediately submit a resignation application form, available at the office of Study Affairs or the VAMK web address. Prior to filling in and drawing out the application, the issue must be discussed with the Head of Department or Study Counsellor.

## ~~IN THE STUDIES PARTICIPATING~~

### Registration for Study Unit

Each student who wants to participate in a particular study period must register for the study period through WinhaVille system <https://secure.puv.fi/wille>, and in addition be present the first contact teaching class. The registration is a precondition for completing the study period.

Registration for the compulsory studies starting in the periods concerned takes place through WinhaWille according to the schedule as follows:

## Instructions for students

- Period 1: due registration time 14.8. - 6.9.2009
- Period 2: due registration time 5.10. - 1.11.2009
- Period 3: due registration time 7.12.2009 - 10.1.2010
- Period 4: due registration time 15.2.- 14.3.2010
- Period 5: due registration time 12.4.- 9.5.2010

The student may be refused admission to a particular study period, if the student is not grounded well enough and the level of attainment is considered insufficient. Decline of admission takes place especially in case lack of sufficient grounding for completing the study period may involve a security risk due to lacking knowledge.

### Starting Professional Specialisation Studies

The requirement for the student to assume professional specialisation studies is the completion of the study periods of the first study year. In Business economics and Travel branch, the professional specialisation studies commence on the second year of study, in Technology and communication in the third. Within the field of Health and social services, the professional basic studies must be entirely completed prior to starting professional specialisation studies.

### Starting on the Bachelor's thesis

Work on the Bachelor's thesis is initiated during the third study year. Instructions for completing the thesis are to be found at the VAMK web pages. A precondition for starting work on the thesis is that the student has completed the basic studies, and in Technology and communication, in addition to this at least 30 credits of professional specialisation studies, that is, altogether 150 credits. More information concerning thesis can be found in the following address:  
<http://www.puv.fi/en/student-services/studies/thesis/>.

### Free-choice studies

The purpose of the free-choice studies is to broaden and deepen professional knowledge and skill. These can be chosen from studies provided by VAMK or other institutions of higher education. Study periods to be completed elsewhere, must be agreed upon in advance with the head of the department. Study periods completed elsewhere, are registered as accredited performance according to a submitted application.

The free-choice studies provided by VAMK are delivered on Mondays and Thursdays starting at 15.15. The due registration per period is as follows:

- Period 1: 14.-26.8.2009, contact teaching weeks 36 - 43
- Period 2: 2.-21.10.2009, contact teaching weeks 44 - 50
- Period 3: 7.-16.12.2009, contact teaching weeks 2 - 10
- Period 4: 15.2.- 24.2.2010, contact teaching weeks 10 – 17

By signing up through WinhaWille at <https://secure.puv.fi/wille> the student can enter registrations. Further information on free-choice studies are given by the academic advisor and the heads of the department. In addition, for closer information, consult <http://www.puv.fi/en>.

## Instructions for students

### Supplementary teaching

In addition to the basic teaching that is included in the study period, additional teaching can be offered for those students that encounter exceptionally great difficulties in meeting the minimum requirements as set in the curriculum for the degree programme. Initiation for arranging the remedial teaching can be made by either the student or the teacher. The quantity of additional teaching is sorted out in each case separately. The permission for providing additional teaching is applied from the Dean by using the relevant form, available from Study Affairs office and the web page at <http://www.puv.fi/en/studentservices/forms/>.

### Language Studies

The objective of the language studies at polytechnic is to provide the student with language and communication skills needed to perform various professional tasks. The objective is also that the student comprehends the importance of language and communication skills in working life. The scope of mandatory language studies varies from 14 to 19 credits, depending on your degree programme. Mandatory language studies include Finnish and English studies, in the Unit for Business Economics and Tourism the students also have to choose either German or French studies.

#### Credit transfer

A credit transfer is granted for language studies completed in the same professional field at another polytechnic or university. If the student has completed language studies of the same scope and level in a different professional field (not the different field of study), the student has to complement the language studies so that the requirements of field-specific language skills are met.

### JOO – studies

JOO – studies offers VAMK -students a possibility for studying certain subjects in other universities colleges located in Vaasa. Instructions for applying the right for studies can be found in the following address:

<http://www.puv.fi/en/introduction/vaasaconsortiumofhighereducation/>  
<http://www.puv.fi/fi/opiskelijapalvelut/lomakkeet>.

### Business Clinic Activity

Business Clinic offers research and development services for Ostrobothnian SMEs and other organisations. Students of VAMK implement assignments under the guidance of teachers. The students implement assignments which are based on real development needs of the companies and students have opportunity to apply theory into practice.

The assignments from working life can be carried out as a task included in a study period, free-choice studies, and project studies or as a thesis. Project work is done in a group or individually. The students receive credits depending on the extent of the study period or the project.

## Instructions for students

The students of all Degree Programmes have an opportunity to participate in Business Clinic activities during their studies. Further information on student portal, home page [www.yritysklinikka.com](http://www.yritysklinikka.com) and email [yritysklinikka@puv.fi](mailto:yritysklinikka@puv.fi).

### Study trips

The purpose of the study trips and excursions is to familiarise the students with the working life contexts, exhibitions and other settings comparable to these. Excursions longer than one day are mainly intended for the students about to complete their studies.

Excursions during the terms are usually permitted only to targets in Finland and they must always take place under the supervision of the teacher.

The application on the excursion must be submitted to the Head of the department no later than a week prior to the beginning of the excursion. The application must include at least:

- the program of the excursion with the timetable and the object of the trip
- the name of the supervising teacher
- the name of the student in charge of the trip
- an account of the teaching arrangements altered due to the trip with the confirmation of the teachers concerned
- The cost estimate for the excursion.

Among the classes allocated in the weekly schedule for the time of the excursion, only the classes of the teacher supervising are considered as held for the group concerned. VAMK may participate in covering the expenses of the trip by application.

### ASSESSMENT CRITERIA

The instructions given by VAMK University of Applied Sciences about assessment of learning in the quality assurance manual and process descriptions are adhered to at assessment.

Cardinal rule at assessment is that assessment is performed by comparing the student's attainment with the objectives in the curriculum that is complied with at the assessment. The tasks at an examination or retaking exam must include a balance of tasks between easy, middle-level challenging and challenging in such a way that into each category one third of the tasks is distributed.

The teacher of each study period fills in information per the teaching implementation at the beginning of each study period, e.g. with regard to minimum requirements and performance criteria, which gives the more reason for active involvement in the teaching at the very beginning of each study period. The study period comprises at least one examination or corresponding formal assessment occasion, project work or similar arrangement for the student to demonstrate the learning. For a study period to be accepted as completed and provided with a grade, all the required components must be completed in the accepted way.

## Instructions for students

### Grade scale

Completion of study periods is assessed by applying at assessment a scale with Excellent (5), Good (4-3), Pass (2-1), Fail (0). In exceptional cases as specified closer in the curriculum, the scale with Completed (S)/Fail (0) is applied. With regard to the second national language, the grades granted by the University of Applied Sciences, marked 1-3 correspond to Satisfactory and 4-5 to Good within public administration.

### Decision on assessment, registration and giving information

The teacher, who has received proof for performance along the completion of the study period, accepts the sufficient performance and defines the grade. Full time teachers enter into the register by themselves the grades they have given in the information system of the University of Applied Sciences, no later than a month after the receipt of the latest performance. The study affairs office registers the grades of the teachers working on an hourly basis, according to the information provided by the teacher.

The person providing the grade must notify the students on the department notice board when the grades are available and about the eventual rectification procedure. The students can follow and check up the grades they have received through the network connection WinhaWille at <https://secure.puv.fi/wille>.

The follow-up presupposes that the student has enrolled in attendance and that the student has the required username. In case the username/password has been forgotten, this can be renewed at the study affairs office.

For closer information and help in Winha matters, contact [winha@puv.fi](mailto:winha@puv.fi).

### Rectification of assessment

The student has the right to receive information on the assessment criteria applied in the particular case of the individual learner. An account on the assessment made is supplied by the teacher who made the assessment in the first place. The student that is not comfortable with the briefing and the explaining account on assessment and grade issued can apply for rectification on assessment from the teacher who applied the assessment within 14 days from the receipt of the information. The student dissatisfied with the teacher's briefing on how the assessment was made can submit application for rectification. The application is to be made within seven (7) days from the receipt of the information on the matter and submitted to the University of Applied Sciences Examination Board, at the Study Affairs Office marked for the attention of the Examination Board.

The teacher of each study period fills in information per the teaching implementation at the beginning of each study period, e.g. with regard to minimum requirements and performance criteria, which gives the more reason for active involvement in the teaching at the very beginning of each study period. The study period comprises at least one examination or corresponding formal assessment occasion, project work or similar arrangement for the student to demonstrate the learning. For a study period to be accepted as completed and provided with a grade, all the required components must be completed in the accepted way.

## **GENERAL EXAMINATIONS AND RETAKINGS**

### **Arranging examination**

General examinations and retaking exams pertain to the primary performance of the study period are arranged during the actual study period as a rule. The departments draw up a separate exam succession schedule. Cardinal rule at drawing out the schedule is one exam per day. The first retaking exams are arranged in the period following the actual study performance period and the second retaking exam is at the beginning of the period following. When the date and time for the retake examination is chosen an attempt is made to provide all interested candidates for retaking exams an opportunity to participate.

The place of examinations and exams must be announced at least two weeks before the examination opportunity. The student has two opportunities for retake. The students must observe the announced times for retaking exam arrangements. The teachers are not under any obligation to arrange additional retaking exams. Neglect to make use of the retaking exam the student has entered with registration does not justify extra opportunities for retake. After failing the two retaking exams provided, the student must contact the teacher and the head of the department on unfinished study period.

### **Participation**

Cardinal rule for participation is that the student has registered as a student for the study period concerned. For retaking exams, moreover, a registration must be entered separately according to the way announced by the branch unit no later than a week in advance (in social services and health 9 days before) the due date for the retaking exam. The registration is binding. A student registered for retaking exam and neglecting to make use of the opportunity provided is considered as a student having participated.

In the examination circumstances, the supervisors have the right to remove from the examination any person not observing the instructions given. The student must have available the identification card with a picture. The students are allowed to bring into the examination occasion only writing tools, an eraser, drawing equipment and a calculator, the working memory of which can be deleted and must be deleted at the beginning of the examination or retaking exam.

Over clothes must be left outside the examination room. Bags including valuables (N.B., mobiles switched off) can be left at the front or back of the examination room. Use of a dictionary and use of any unchecked table books is forbidden. Required paper and supplementary materials is delivered by the examination invigilator, to be opened according to the instructions given by the invigilator.

After the examination occasion, all the materials handed at the examination must be returned. Conversation or other communication between the participants in the examination occasion is during the examination strictly forbidden. The person attempting fraud is removed immediately from the examination occasion and the student's entire performance is rejected and cancelled.

### **Retake of failed exam or raising the grade**

The student has two opportunities for retake. The outcome results are announced on the notice board of the department in list form, with only accepted performance included, along with the most essential statistical information (number of participants, mean value).

## Instructions for students

The outcome of the examination must be provided in grades and not only in points. The same procedure is complied with regard to other assessed study performance.

Each teacher individually lets the students know the particular arrangements about the examinations, retaking exams and viva voce occasions, requirement criteria for a pass together with opportunities for going through the assessment applied and rectification procedure. After two failed retakes the student gives a literary clearing of reasons which were leading to the failures and suggestions for further actions. Alternative solutions are retake of the special exam or retake of the whole study period. The failed trial for raising the grade does not reduce the original grade.

### Assignments and seminar work

Tasks and assignments in writing, along with seminar work and similar performance are comparable to general examinations. Submission of an assignment or piece of work by due date corresponds to primary performance in the study period. An extended date for the submission of the work corresponds to the first retake, etc. The students must be notified of the time and date for handing in the tasks in writing no later than a fortnight prior to the submissions deadline.

## CREDIT TRANSFER

### The Personal Study Plan HOPS

Based on the curriculum of the University of Applied Sciences and VAMK counselling, the student draws up the personal study plan HOPS. Credit transfer is entered based on earlier documented performance as part of the individual study plan through credit transfer procedure. The extent of the studies remaining to be proceeded to is defined on the grounds of the personal study plan. The Dean confirms the Personal Study Plan.

### Level and Quality in attainment as Criteria for Credit Transfer

To complete a degree at a University of Applied Sciences, the student must indicate to have met the objectives presented in the Degree programme. Credit transfer is based on the provision of the VAMK Degree Regulations concerning the completion of the degree, assessment and degree certificate. Estimation of eventual ground for transfer of credits through correspondence is based on the curriculum in the degree programme concerned, whereby comparability signifies comparable studies in terms of level of studies, objectives, field of knowledge and subject content. To conduct the estimation about comparability, certificates, transcripts and testimonials in writing and competence-based proofs provided by the student are employed.

Age and grading of earlier studies play a role at credit transfer. Particular emphasis is laid with the age of studies and work experience within fields in fast expansion. Studies and experience that meet the requirements of level and extent can be accredited for only once.

Studies which are taken while in basic education or secondary education, and which constitute a prerequisite for attendance in education at a university of applied sciences, ordinarily cannot be accredited for in polytechnic education. Vocational second-degree education studies of the level of polytechnic education, for their part, qualify for accreditation.

## Instructions for students

Among such diploma and vocational institute (including the earlier Finnish “opistotaso”) level education that comprises study periods with corresponding objectives and subject content to those of the objectives in Polytechnic level degree programmes, study periods and part of these can be accredited for transfer. For a diploma, vocational institute or corresponding level education that is completed less than 10 years ago within the same branch, the minimum of 60 cr. is accredited when the extent of the degree programme to be completed is 210 cr. In case the extent of the degree programme is 240 cr., then 90 cr. is recommended for transfer. Concerning vocational qualification that is older than 10 years, it can yield credit transfer that is competence-based, based on certificates and work experience according to discretionary accreditation.

Degrees taken at universities and summer universities, folk high schools, study centres or elsewhere, representing higher education entities, can replace polytechnic studies, in case they according to the degree requirement correspond to the study entities, study periods or parts of these as included in the university of applied sciences degree. In addition, in free-choice studies accreditation can be made for higher education studies taken elsewhere at other educational institutions.

In case a person that has completed Open polytechnic studies is granted admission to Degree programme education at a University of Applied Sciences, the studies completed at the Open polytechnic are accredited for according to the subject content in each educational programme.

The student can include 2 cp. in free-choice studies for student tutoring work and 1 cp. for international student tutoring in accordance with a separate decision. The credit transfer for leadership training in the military service in Finnish Defence Forces for a reserve-officer or an under officer is 6 cp. The upper limit for the total amount of accreditation options in free-choice studies is indicated in the curriculum of the degree programme concerned.

Transferring credits from studies abroad must be based in addition to VAMK Degree Regulations, on standing regulations about student exchange and on provisions about recognition and international comparability of qualifications.

The student can also substitute studies and practical training with other work practice that is in line with the objectives of the degree programme and is documented through a specified testimonial. Performance accredited based on work experience is not given a grade. One recommendable alternative way for receiving recognition towards the VAMK studies, for substituting theoretical studies with work experience is, for instance, to apply competence-based qualification proof. This provides an opportunity to demonstrate the required skills and competences by a skills examination. For students with prior vocational studies completed, opportunities can be arranged whereby they can demonstrate through competence-based qualification skills examination their attainment of the objectives of the study period targeted.

### **Handling procedure, rectification and filing**

The Study Affairs Office enters into archive a submitted credit transfer application, checks that the documents with enclosures comply with the instruction and delivers them for the attention of the Head of the department concerned. Subsequently, the Dean takes

## Instructions for students

the decision based on the application submitted, and the proposal made for the arrangement of the credit transfer.

The decision must specify in credit points, the extent of the studies replaced or given credit transfer for, the time of the performance and the grade as well as an indication of whether the studies are included in compulsory core studies, professional specialisation studies or free-choice studies.

The decision about credit transfer must be issued within a month after the student submitted a complete application in writing for a decision to be made. The original application is archived in the files of the study affairs office.

The performance that replaces an entire study period is entered into the study register by designation M (completed elsewhere). Exclusively, only entire study periods can be applied for regarding credit transfer towards the degree. As far as it is a question of a part of the study period, the student makes an agreement about the recognition without a separate application. Regarding substitution of part attainment, the teacher makes the decision.

## STUDENT SERVICES

### Admissions Office

Wolffintie 30

Opening hours: Mon – Fri 9.00 – 15.00

The Admissions Office deals with the youth and adult students' national application system (for education in Finnish, Swedish and English language leading to Polytechnic degree and for the education leading to upper polytechnic degree), with supplementary and additional application arrangements, and application for Specialised vocational studies, duties pertaining to student guidance and allocated authority liability obligations.

Services:

- applicant info
- registrations
- confirmations
- assistance at entry examinations
- acceptance and acknowledgement notices.

Academic Advisors each with their respective scope of duty:

Juha Vierola: Degree Programme (DP) in Technology and Communication and DP in Social Services and Health, tel. (06)3263325

Venla Keskitalo: DPs in Business Administration and Tourism, tel. (06)3263326.

### Study Offices

Wolffintie 30 and Raastuvankatu 31

Office hours: Mon - Fri 9.00 - 15.00

## Instructions for students

Study offices attend to public utility notifications, office work and statistics related to studies.

Services:

- office services
- study period performance register
- degree certificates
- official transcripts on completed study
- student certificates
- corresponding customer services.

Study Secretaries working at the offices for study affairs with their scope of duty within respective Degree programmes/branches are as follows:

### **Wolffintie 30**

Maj-Gret Berg: Information Technology, informationsbehandling, tietojenkäsittely, tietotekniikka, tel. 0207 663 311.

Taru Kyntäjä: Kone- ja tuotantotekniikka, rakennustekniikka, sähkötekniikka, ympäristöteknologia, tel. 0207 663 603

### **Raastuvankatu 31**

NN: Hoitotyö, sosiaaliala, hotelli- ja ravintola-ala, hotell- och restaurangbranschen, Hotel and Restaurant Business, tel. 0207 663 315

Siru Suominen: Liiketalous, företagsekonomi, International Business, tel. 0207 663 543.

## **STUDY GUIDANCE**

A student-centred operations model has been prepared in guidelines for study guidance at VAMK University of Applied Sciences. The guidelines comprise communications and guidance, basic counselling and extensive counselling. The communications and guidance are needs oriented – self-directed activity, largely based on electronic materials. Basic counselling consists of group mentoring that is a standard procedure at guidance adherent to all the degree programmes, and which includes among other things freshman interview and development discussions that the group mentors (teacher tutors) are responsible for. At group mentoring occasions, information is provided on international exchange, practical training and Bachelor's thesis. Extensive needs related study guidance is mainly attended to by academic advisor, head of department and the supervisor of the thesis.

### **Study Counsellors' Reception Hours**

#### **Business Economics and Tourism**

#### **~~Study Counsellor Hilikka Vuorensivu~~**

Raastuvankatu 33, RB110

Every day, 10.00-12.00 (except Wed) 13.00-14.30,

Mon (adult education) 16 - 17.30

Wolffintie 30, WA153

## Instructions for students

Wed 8.30-12.00, (Tietojenkäsittely, Informationsbehandling)

### **Health Care and Social Services**

Study Counsellor Riitta Aikkola

Raastuvankatu 33, RB 311

Every Day, 10.00-12.00 (except Fri) and Tue, Wed, Thu 13.00-14.30

Wolffintie 30, WA153

Mon and Thu, 13.00-14.30 and Fri 10 – 12.

### **Technology and Communication**

~~Study Counsellor Antti Ahola~~

Wolffintie 30, WA153

Mon, Tue, Thu 9.00-11.30, 12.30-15.00 and Fri 12.30 – 14.

Senior Lecturer Antti Virtanen, Information Technology.

## **CAREERS AND RECRUITMENT SERVICES**

Polytechnic students complement their studies with work placement. Career and Recruitment Services promotes, for example, career planning and employment throughout studies, sustain post graduation contacts and continuing education and supplies recruitment services for employers.

### **Jobstep**

Jobstep.net is an employment and information service of the Finnish polytechnics.

Website for Jobstep.net: <http://www.jobstep.net>

### **More Information**

The following persons provide more information about Career and Recruitment Services:

#### **Business Economics and Tourism**

- ~~Hilkka Vuorensivu~~, Study Counsellor
- ~~Anneli Brink~~, Senior Lecturer (Business Economics)
- ~~Kirsi Salomaa~~, Senior Lecturer (Hotel and Restaurant Business)
- ~~Sirkka Hellman~~, Senior Lecturer (Business Information Technology)

#### **Health Care and Social Services**

1. ~~Riitta Aikkola~~, Study Counsellor
2. ~~Ann-Sophie Blomqvist~~, Senior Lecturer (Social Services)
3. ~~Johanna Latvala~~, Lecturer (Health Care)

#### **Technology and Communication**

- ~~Antti Ahola~~, Study Counsellor
- ~~Jouko Pakka~~, Placements Coordinator

## **SERVICES IN PRACTICAL TRAINING**

The aim of practical training is to familiarise the student with future working situation, tasks at work, and operations at organisations besides the meaning of entrepreneurship. Content and extent of practical training varies according to each degree programme. The extent is at least 30 credits. However, the extent in social services and health is 45, 75 or 85 credits. It is also possible to take the practical training abroad. Finns pursuing degree

## Instructions for students

programmes in foreign language must undertake a part of their studies or the practical training abroad.

The student is primarily liable to acquire the work placement place. However, in the field of social services and health the university of applied sciences is primarily liable for arranging the placement for practical training.

Each degree programme unit hosts a practical training coordinator willing to guide in questions relating to practical training. For closer information consult <http://www.puv.fi/en/student-services/support-services-for-studies/careers-and-recruitment/>.

### Practical Training Coordinators:

- Lecturer Anneli Brink, business and administration,  
tel.: 0207 663 313  
email: [anneli.brink@puv.fi](mailto:anneli.brink@puv.fi)
- Lecturer Ann-Sophie Blomqvist, social  
tel.: 0207 663 509  
Email: [asb@puv.fi](mailto:asb@puv.fi)
- Lecturer Sirkka Hellman, business information technology  
tel.: 0207 663 333  
email: [sirkka.hellman@puv.fi](mailto:sirkka.hellman@puv.fi)  
Teacher Johanna Latvala, health  
tel.: 0207 663 422  
Email: [johanna.latvala@puv.fi](mailto:johanna.latvala@puv.fi)
- Chief Coordinator Jouko Pakka, technology and communication  
tel.: 0207 663 401  
email: [jouko.pakka@puv.fi](mailto:jouko.pakka@puv.fi)
- Lecturer Kirsi Salomaa, tourism and catering  
tel.: 0207 663 416  
email: [kirsi.salomaa@puv.fi](mailto:kirsi.salomaa@puv.fi).

Practical training placement internship, including internship plan and practical training report, is accepted by the teacher responsible for practical training that also enters the performance into the study register.

## 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.

## Instructions for students

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 is available from the Student Office and Study Counsellors.

More exact information is found in KELA's guide of financial aid which is available from KELA offices or Student Offices. Web site on financial aid can be found at: <http://www.kela.fi/in/internet/english.nsf/NET/081001132858IL?OpenDocument>.

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 function of the Financial Aid Committee is to:

- oversee and give a report on the advance of studies of a certain student, either on their own initiative or on request of KELA or the student.
- specify the sufficient quantity of studies during summer season or studies abroad and in particular case give a report to KELA.

To do so, the Financial Aid Committee regularly monitors the student's advancement in studies, gives admonitions and, if necessary, discontinue the financial aid. The financial aid is discontinued if the student has not obtained on an average 4.8 credit units for each month eligible for aid. (Opintotukilaki ja –asetus 1.8.2004). If the Aid has been discontinued, it can be continued when the student has received enough credit units.

More information of the financial aid may be asked The Secretary of the Financial Aid Committee in the Polytechnic:

Ms. Susan Sundqvist

Tel. 0207 663 425

Email: [susan.sundqvist@puv.fi](mailto:susan.sundqvist@puv.fi) or Mr. Jouko Pakka.

The Secretary also receives the applications filed with the Committee.

The Financial Aid Committee assembles when necessary.

The decisions made by the Committee are binding upon KELA.

## Instructions for students

### Exceeding the Maximum Aid Period

Students who are delayed in their studies can be granted an extended aid period for a valid reason, such as illness or difficult life situation. Valid reasons do not include e.g. study arrangements, change of field of study or activities in the Student Union.

The application for the extension for the aid period is filed with the Financial Aid Committee (form OTm, report on change in circumstances) together with an account of reasons for delay and a certificate from the polytechnic of the studies left and a study plan. The forms are available from the Student Offices and on the Polytechnic website.

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

## HEALTH CARE

The objective of student health care is to support and promote student health.

### VAMK Nurses

- Wolffintie 30, room B145

Nurse available at school

Mon - Thu 08.00 - 16.00

Fri 08.00 - 14.00

Reception without appointment

08.00 - 09.00

12.00 - 13.00

Otherwise please make an appointment.

Nurse Heli Peltomäki

Tel. +358-6-325 2190

E-mail: [heli.peltomaki@vaasa.fi](mailto:heli.peltomaki@vaasa.fi)

Nurse Hanna-Mari Joutsen

Tel. 040 565 7551

E-mail: [hanna-mari.joutsen@vaasa.fi](mailto:hanna-mari.joutsen@vaasa.fi)

- Raastuvankatu 31, room 117

Nurse's reception is moved temporarily (since March 16th) to a new address:

Kirkkopuistikko Health Care Centre, Kirkkopuistikko 26 D, room 7 (the entrance to the building via yard)

Nurse available

Mon - Thu 08.00 - 15.30

Fri 08.00 - 15.00

Reception without appointment

08.00 - 9.00

12.00 - 13.00

Otherwise please make an appointment.

Nurse Gunvi Hietamäki

Tel. 325 2182

E-mail: [gunvi.hietamaki@vaasa.fi](mailto:gunvi.hietamaki@vaasa.fi)

## Instructions for students

### Health Centre Services in Vaasa

During your studies you have the right to services organised by the Vaasa Health Centre

- health examination during the first year
- medical care and first aid
- counselling in family planning,
- dental care (fees according to separate statutes)
- psychologist services
- supervision of the school's health-affecting conditions

For students whose official place of residence is Vaasa, the municipal dental clinics provide basic dental care services. Students under 18 years of age are entitled to dental care free of charge. Others are charged the statutory fees. Appointments are to be cancelled in case of not being able to show up. Otherwise a fine of 27 euro will be imposed on the student. For additional information, please contact the dental clinic of your residential area.

## ICT BASICS

### General Information of the ICT Services

The information system services team within the Unit for Administration at VAMK is responsible for the development and maintenance of the information system. These services are available at all departments and facilities of the school.

### Contacts and Notice of Defects

The physical location of the Helpdesk on Palosaari is in room **WB103** (8:00-12:00) and on Raastuvankatu in room **RB025** (12:00-16:00). On page <https://outlook.puv.fi/public/it-asiat/helpdesk/> you can see a calendar over where and who is on Helpdesk-duty. The Helpdesk phone number is **+358 207 663 328 / +358 40 866 7543**.

The most convenient way to contact the data system personnel is via the Helpdesk-system through the use of the Internet-browser. All service requests sent to the Helpdesk will be registered in a database and added to the work queue, from where they will be dealt with as soon as possible. Information on the progress of the work will be sent to the person who has made the notice. The Helpdesk also keeps record of previous notices and solutions and there is therefore a possibility to search the database for similar problems.

First we recommend making a service request to the Helpdesk, from where the message will be sent to the whole data system personnel and therefore to the person best suited for the task. In an emergency one may also contact the Helpdesk by phone **+358 207 663 328 / +358 40 866 7543**.

The Helpdesk can be found at <http://helpdesk.puv.fi>.

### WinhaWille

VAMK uses a student-administration system called WinhaPro and there is an interface for the students called WinhaWille, this interface can be accessed with a browser from

## Instructions for students

<https://secure.puv.fi/wille/> or via the quick link from the schools website <http://ww.puv.fi/en>.

### Student Number

Each student is given a student number in Winha; this number is formed on the basis of the year when the studies have begun and a continuous number, e.g. 0501234 (the year the studies have begun 2005 and the continuous number 01234). This same student number is the username for WinhaWille. WinhaWille is accessible from outside the school network and through the public Internet.

### The Username and Password for WinhaWille

New students receive a WinhaWille-username and password at the start of their studies from their group representative. If you forget or lose your password, you can receive a new one from the student office. When retrieving a new password take some sort of identification with you. For security reasons passwords aren't given out through e-mail or over the telephone. It is recommended you change the password given from the school immediately after the first usage. You can change your password at <https://secure.puv.fi/passwd.cgi>. The password changes then in every system.

A good password is at least six characters long and includes both capital letters and small letters; therefore it will be harder to break. A good password can be from a limerick or a rule (e.g. what goes up must come down = wgUmCd)

### Functions in WinhaWille

#### Registration of attendance

The students must register in the beginning of each academic year as either present or absent, with the exception of the first year students. In the student interface, above the functions menu, it is visible to see how many semesters the student has been absent and present. Failure to give proper notification of attendance leads to loss of study right.

#### Change of address

Students must update their address and contact information. Especially remember to write an e-mail address in WinhaWille to which you wish to receive information about your studies. The recommendation is to use the school's e-mail address but other e-mail addresses are also allowed. You can also forward your e-mails from your school e-mail address to another e-mail address by using the forward file.

Unexpected changes to the academic schedules (e.g. teacher taken ill) can in the future be notified by sms or email. In case you wish to be notified also by sms, write your number in WinhaWille at Change of address at Telephone (textmessage). If you do not want to receive messages to your mobile phone, leave the field empty or remove your phone number from the field.

#### Group representative

You can see the name of your group representative and his/her email address from Group data.

## Instructions for students

### The students personal study plan ISP

The studies shown in the ISP are divided into four sections – planned studies, enrolments, participations and completions. As a search criteria it is recommended to use one of those sections, other criteria is not necessary. Students may also search for projects (e.g. performed practical training).

From the ISP table over planned studies you can see which studies the student still has not received a grade for.

The ISP table for enrolment shows the exams and implementations that the student has enrolled to but which yet haven't been confirmed. The student can withdraw an enrolment by clicking the courses check-box and by confirming the withdrawal by clicking the confirm-button.

The ISP table for participations shows the implementations and exams that have been confirmed for the students. If the implementations include different parts or segment exams then they are visible and the amount is shown, which is linked to the Participations-page. The grade for the segment or part is shown by choosing components.

The ISP table for completions shows, depending on choice, the grading day or the courses in order by the course-code that the student has received a grade for, or a credit transfer.

The ISP Project-page shows e.g. the practical training periods or the thesis for which the student has received a grade.

### The ISP's content and study description

This page shows the students total ISP-studies in hierarchic order. After the students name the status-code appears and the possible grade. From the ISP's content the student can see which courses have been performed and which courses are still missing.

By clicking the "Print ISP"-button the ISP can be printed to a chosen printer. Always print this document when preparing for an appraisal discussion with your group representative and take it with you to the discussion.

### Enrol to implementations

Enrol to implementation via Enrol – Implementation. To search for courses you can use a group-code, e.g. T-IB-1-2, R-TRB-1, R-HB-2T etc. and/or just the beginning of the group code for example R-HB% or department. The department field is the participation group of the student. The department field should always be left empty. In normal circumstances it is enough to only use the group-code as search criteria. It is also possible to use the study method as search criteria when searching for virtual studies.

Only the studies that have an active enrolment are displayed. In front of each implementation is a check-box. By checking the box the student can chose one or more implementations. The choice can be undone by unchecking the box. Finally the choices will be activated by clicking the Confirm-button.

When searching for optional studies leave the field of department empty. Type in the field Group H-VV.

## Instructions for students

Enrolment times can be found in the study guide. Enrolments must be done through WinhaWille.

### Enrol to an exam

Enrol to a retake exam or an enhancement exam via Enrol - Exam. The students department can be used as search criteria.

The Student pages only show the exams which have an active enrolment time. The exam code states to which department the retake exam belongs (the three first letters) and the numbers represent the year and calendar week, e.g. IKT0548. The exam code can be verified from the Excel-table on the homepage (Student Services > Academic Schedules > Degree Programme > Other Information). The language in which the exam is held also appears there.

The exams are specific and therefore the student can only enrol to the already saved studies. In front of each study is a check-box. If the program does not accept the enrolment (e.g. the student has already enrolled to the implementation) it is usually because a grade for that period has not yet been given, in this case, please contact your teacher.

### Bulletin board

Information to the students will be found on the bulletin board.

More information about the ICT-system, security etc.:

<http://www.puv.fi/en/studentservices/otherservices/itbasics/ict>.

## JANITORING SERVICES

For safekeeping, the students can ask for locker keys and numbers from the janitor. In addition, the janitors are in charge of the mail circulation and delivery of internal mail between the units and outside each of them.

### For the janitor on duty telephone at:

- Raastuvankatu: 020 766 3438
- Wolffintie: 020 766 3436
- Technobothnia: 020 766 3437.

### The doors stay open

Raastuvankatu 31: Mon - Thu at 7.30-19.00, on Fri at 7.30-15.30.

Raastuvankatu 33: Mon - Thu at 7.30-19.00, on Fri at 7.30- 14.50.

Wolffintie 30: Mon - Fri at 7.30-19.00, on Sat 7.30-16.00.

In July, the Raastuvankatu premises are closed while Wolffintie 30 premises remain on duty and open, basically all through the academic year.

## ~~SECURITY OF THE STUDENTS~~

To the welfare and security of students and staff will be paid attention even more than before. Educational videos of deviating situations concerning security can be watched clicking the following link: [VIDEO](#). Rescue plan and the places for assembly in crisis situations will be found in the following link: [RESCUEPLAN](#).

## Instructions for students

To improve security of students and staff all the estates of VUS are equipped with banding videos. The material can be used by police to solve possible criminal events.

## **ADDITIONAL INFORMATION**

### **Forms**

<http://www.puv.fi/en/student-services/forms/>

### **Degree regulations**

APPENDIX 1.

### **Credit transfer procedure**

APPENDIX 2.

### **Code of conduct and behaviour in problem situations**

APPENDIX 3.

## APPENDIX 1

### DEGREE REGULATIONS

#### 1 § Units

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

#### 2 § Overall obligation

The general task of Vaasan ammattikorkeakoulu, University of Applied Sciences (subsequently also referred to as Polytechnic where applicable) is in accordance with the provisions of the Act on Polytechnic Education 351/2003 and the Degree on Polytechnic Studies 352/2003.

Vaasan ammattikorkeakoulu, (referred to as VAMK for short), University of Applied Sciences provides Degree Programme education in Social sciences, business and administration, Natural sciences, Tourism, catering and domestic services, Social services, health and sports, Technology, communication and transport, in addition to provision of Post-graduate polytechnic degree programmes. VAMK also provides Open polytechnic education as well as continuing and complementary in-service education.

Along with the educational task, VAMK delivers integrated and working life needs based research and development (R&D) services. The R&D focuses on furthering regional development and cooperation with small and medium sized companies.

#### 3 § Degree programmes and degrees

Vaasan ammattikorkeakoulu (VAMK), University of Applied Sciences complies with requirements confirmed by the Ministry of Education in implementing educational degree programmes. The universities of applied sciences offer Bachelor's and Master's degrees, as determined in the Degree 464/1998. The educational programmes in academic year 2007 - 2008, are based on the goal agreement for years 2007 - 2009 between VAMK, the City of Vaasa and the Ministry of Education.

Although the ministry of Education confirms the degree programmes, VAMK devises its own curricula and implements educational programmes at its own discretion. Each programme focuses on a specific field in working life with a variety of tasks that presuppose professional expertise and developing. The degree issued by VAMK is a higher education degree.

The extent of the studies per degree programme is 210 - 240 credits (ECTS). One ECTS credit (cr.) equals approximately a year's student workload (1600 h) to complete 60 credits in pursuit of the annual learning requirements set. In engineering and public health nursing completing of a degree takes 4 years (240 cr./60 cr.) of full time study while the extent of other educational programmes is (210 cr./60 cr.) or three years and a half.

Extent of studies in education leading to a higher polytechnic degree in Technology, communication and transport is 60 credits while in Social services, health and sports, in addition to Social sciences, business and administration the extent is 90 credits.

Polytechnic Degrees (Bachelor's and Master's degrees) with extent of studies are provided by Vaasan ammattikorkeakoulu (VAMK), University of Applied Sciences as follows:

## Instructions for students

### **Social sciences, business and administration**

- Liiketalouden ammattikorkeakoulututkinto, tradenomi 210 cr.
- Yrkeshögskoleexamen i företagsekonomi, tradenom 210 cr.
- Bachelor of Business Administration 210 cr.
- Liiketalouden ylempi ammattikorkeakoulututkinto, tradenomi (ylempi AMK) 90 cr.

### **Natural sciences**

- Liiketalouden ammattikorkeakoulututkinto, tradenomi 210 cr.

### **Tourism, catering and domestic services**

- Matkailu- ja ravitsemisalalan ammattikorkeakoulututkinto, restonomi 210 cr.
- Yrkeshögskoleexamen inom turism- och kosthållsbranschen, restonom 210 cr.
- Bachelor of Hospitality Management 210 cr.

### **Social services, health and sports**

- Sosiaali- ja terveystalouden ammattikorkeakoulututkinto, sairaanhoitaja (AMK) 210 cr.
- Sosiaali- ja terveystalouden ammattikorkeakoulututkinto, terveydenhoitaja (AMK) 240 cr.
- Sosiaali- ja terveystalouden ylempi amk-tutkinto, sairaanhoitaja (ylempi AMK) 90 cr.
- Sosiaali- ja terveystalouden ylempi amk-tutkinto, terveydenhoitaja (ylempi AMK) 90 cr.
- Sosiaali- ja terveystalouden ylempi amk-tutkinto, sosionomi (ylempi AMK) 90 cr.

### **Technology, communication and transport**

- Tekniikan ammattikorkeakoulututkinto, insinööri (AMK) 240 cr.
- Bachelor of Engineering 240 cr.
- Tekniikan ylempi ammattikorkeakoulututkinto, insinööri (ylempi AMK) 60 cr.

## 4 § Admission

VAMK accounts for the regional arrangements in the national application system and complies with authority liability (353/2003 § 5). Each student can accept each year one single study place leading to higher education degree. About admission of a student decides the Rector based on the recommendation of the Head of the Admissions Office.

Admission is granted for transfer students by applying one place per student provision within their remaining study time after one year of enrolment and resignation from earlier polytechnic studies. Provided the student transferred, has the same degree and degree designation, same or corresponding Degree Programme, admission is given, however, in case of the Degree Programme for Public health, with the prerequisite of the same professional specialisation studies.

The student can submit in writing a claim for rectification of the decision of their admittance to be handled by the authority who took the decision no later than 14 days after the results have been published.

Admission for Open polytechnic takes as a rule place according to the order of registration to the study periods. In case the student has completed in Open polytechnic altogether 60 cp. of core studies according to VAMK degree programme, the student has the opportunity to apply for

## Instructions for students

admission for a degree student within the application period valid for the mature students (choice at discretion).

### 5 § Transfer of study right or changing degree programmes

To be entitled to transfer the student must have enrolled for at least one academic year, in attendance. The choice of the transfer student attendance is conditional until the student resigns from the previous University of Applied Sciences. The Dean will decide on the approval of the transfer application following the proposal of the Head of the Department.

The student can be admitted to VAMK undergraduate Degree Programme without subject to the National application system, based on the conditions as follows:

1. The applicant is an enrolled Polytechnic student at a University of Allied Sciences.
2. The transfer pertains to pursuing the same degree in the same Degree Programme.
3. The student changing Degree Programmes has sufficient proficiency to complete the studies required for the degree within the outstanding study time.
4. In undergraduate education, the right to transfer applies only to the enrolled student that has already pursued studies at least for one year in the programme and polytechnic that they were initially admitted to. - The right to transfer is not applicable to change of the form of education, that is, from full time youth education to education for mature students or the other way round.
5. The transfer students start their studies always in the beginning of the term. Applications concerning transfer in the beginning of autumn term will be sent by 15.5. and in the beginning of spring term by 30.11.

Transfer within VAMK from one Degree Programme to another can be accepted, provided the transfer takes place in the same field of study. Additionally, the selection criteria between the two must be the same.

For closer instructions on admittance of a transfer student, consult the directions in the VAMK Quality System. The Vice-Rector will decide on the approval of the transfer application based on the proposal by the Dean.

### 6 § Right to study, duration of study and enrolment

In defining the right to study, the provisions of the Act on Polytechnic Education 351/2003 and the Degree on Polytechnic Studies 352/2003 are complied with in addition to instructions from the Ministry of Education.

An accepted applicant who has confirmed to take the study place must enrol at the same time also for the term, whereby the student is granted the right to study at VAMK. The student in degree education must per academic year enrol in attendance or absent according to the stipulations and time announced by VAMK. Enrolment is made for the complete academic year, if the student has left study right. The enrolment per academic year can only be changed at the times for enrolment.

The student can on notification of absence given, be away from studies the degree maximum two-year or four-term discontinuation period. Failure to give proper notification of discontinuation of studies leads to loss of study right.

The student who has lost the right to study due to the failure to give the mandatory notice about attendance, can submit an application for the restitution of the study right. Restitution of study right must be applied while the quantitative study right is in force. Time passed after the failure to

## Instructions for students

give notification of absence from or presence in studies gnaws away at the discontinuation allotment, in case the student has left allocated right for absence. Restitution of the right to study is made, if the student has a realistic opportunity to complete the studies in the time remaining. The right is returned from the beginning of the next term. The Dean decides about the restitution of the right to study.

The student who has resigned from VAMK (the study right has concluded or the student has filed resignation) must reapply to the Degree Programme through the customary application procedure.

The studies are delivered in such a way that a full time student can complete the studies in the time corresponding to their extent. According to the Degree (352/2003), the full time student is defined as a student involved in youth education.

Regular time of study refers to the extent of the studies to be completed in years. The regular study time in years is in the extent of studies divided by 60 as defined in the curriculum of the Degree Programme (OPS) or in the Personal Study Plan (HOPS). The student must complete their studies within a period that exceeds the extent of the programme by no more than a year, at the latest, unless VAMK grants the student an exemption for a special cause. Duration of absence is excluded from the maximum length of studies (351/2003). When the regular study time has been exceeded, the student will be sent a notification on the one-year study right time remaining.

After the student has expended the provision of regulated study right time, the study right of the student terminates. When the student has received notice of the termination of the study right time, the student can for special reason, based on application, be granted the maximum of one year of extension to the study right time to complete the studies. For exceptionally weighty reasons, the previously extended study right time can be further extended, in case the approved discontinuation time has exceeded one year. The rule is applied, providing the studies have progressed during the earlier granted extra study right time, and the amount of remaining studies is reasonable and the termination of study right time would lead to an unfair solution from the viewpoint of the student's life situation.

Application for extension of study right time must be received while the student still has study time remaining. Including a detailed study plan and schedule, describing how exactly the student intends to complete the studies, is a precondition under which an extension can be granted. In particular, the student application must account for missing studies, phase of thesis and practical training, study plan on the completion of the missing studies, reason for delay in studies and date by which the student is duty bound to complete the studies. The Dean takes the decision over extension of study right time.

### 7 § Degree programmes and curricula

Degree studies consist of core studies, professional specialisation studies, free-choice studies, practical training to promote professional skills, thesis and maturity test. To obtain the right to practice the profession, in the degree programmes in social services and health, the Act and Degree on professional staff in public health service (559/94 and 564/94) are complied with in addition to EU special directives concerning nurses.

Degree programmes are divided into specialisation alternatives, where part of the professional studies focus on some particular sector of the professional field of tasks in the degree programme.

Studies leading to the higher Polytechnic degree, include Specialised vocational studies, free-choice studies and the thesis.

The studies are planned and delivered in study periods that form the basic unit with studies. Study periods may belong to compulsory, optional or free-choice studies.

## Instructions for students

The curriculum for each degree program determines the name, extent in credits, objectives, subject content to be dealt with, prerequisites, study and assessment methods, learning materials, time of delivery and teacher responsible.

The Rector accepts the curricula for the degree programmes.

### 8 § Proficiency in language

The student must through the polytechnic studies in degree programme or otherwise prove to have attained:

1) such a proficiency in Finnish and Swedish language, in provision with Degree (~~424/2003~~) on public sector entity employees, as required in an office where higher education degree is presumed, in an office in bilingual administrative district, and which is necessary for attending to professional tasks and professional development, and (~~16.6.2004/497~~).

2) such a proficiency in one or two foreign languages in writing and speech, and which is necessary for attending to professional duties and for professional personal development.

However, the student who has received schooling and education in some other language from Finnish or Swedish, and the student who has received schooling and education abroad, are excluded.

The proficiency in language that the student has showed is indicated in the degree certificate. With regard to assessment scale in the second national language proficiency, closer information is given in the following link: [Language skills](#).

The correspondence of Polytechnic language studies relates to the Act 424/2003, section 6 on the requirement of proficiency in the second national language in a public sector office in bilingual administrative district, that is, an entry with regard to the level of attainment in the second national language, Good or Satisfactory. The development project (2002-2004), on commensurate attainment in higher education assessment in Finnish and Swedish was presented by the Ministry of Education 11/2002. Accordingly, the Ministry decided to recommend per 2.4.2004 that the accepted completion of the relevant study units in Polytechnic studies are assessed in such a way that 1-3 correspond in public administration to the mark Satisfactory and 4-5 correspondingly Good.

### 9 § Assessment of studies

By means of assessment, reaching the objectives of the study periods leading to Polytechnic degree is directed and verified. Criteria for assessment are based on the objectives of the study period. The student must receive at the beginning of the study period full particulars on the criteria applied. The student also has the right to be informed about the application of assessment criteria on the study performance. The student's right and obligation to participate in the teaching is defined in the assessment plans per study period. The student must get the assessment recorded in the student administration program within one month from the completion of the performance.

Reaching of the objectives leading to Polytechnic degree is assessed by means of oral or written hearing, assignments or by other reliable methods.

The assessment of study periods is objective based. The attainment of targets is assessed on the following scale: Excellent (5), Good (4 and 3), Satisfactory (2 and 1) and Fail (0) or as follows: Accepted (H), Completed elsewhere (S). In addition, by credit transfer the designation (K) for Replaced and the designation (V) for Exempt are used.

## Instructions for students

The teacher who has received the attainment of the study period assesses the performance. The assessment results are public. When required, the student must receive feedback on the attainment from the receiver of the performance. The procedure as defined in the act on Polytechnics (351/2003) and the Degree (352/2003) is complied with at rectification of assessment. The performance of a study period can be retaken the maximum of two times.

According to the law on administration, the student not satisfied with the result can submit a request for rectification to the actor who made the decision, and has an opportunity for self-rectification of the decision. In case the holder of the office considers the ground is missing for alteration, rectification or overrule of the previous decision, the request for rectification is sent direct by the officeholder for the Examination Board's consideration. The transfer of the processing of the case of rectification request to the Examination Board and that self-rectification was not considered possible, are conferred by the office holder to the student in writing.

### 10 § Credit transfer

To take a Polytechnic degree the student must prove to have attained the objectives as stated in the curriculum. The assessment of the correspondence of earlier studies is based on the curriculum of the degree programme. Hereby, correspondence refers to the correspondence in level, objective, field of knowledge and subject content. The assessment process of correspondence is based on written certificates or performance given by the student. In free-choice studies, also other elsewhere completed higher education studies can be included, and given credit transfer.

In case the student of Open polytechnic is accepted for enrolment in Degree programme, credit transfer takes place with regard to the studies completed in Open polytechnic according to the subject content of each Degree programme. The Dean takes the decision based on written application and proposition.

### 11 § Disciplinary measures

Reproducing texts, other materials and work is forbidden. The person, who presents in one's own name work made by another, is guilty of plagiarism. The student, who has while in Degree programme education, been guilty of fraud, falsification of document, or in some other way broken the order of VAMK, can be punished through disciplinary measures depending on the graveness of the breach, by a warning, or by expulsion for a fixed period of time, not more than a year.

Before deciding the case, the student must be reserved an opportunity to be heard in the issue to be resolved (351/2003, §27). Depending on the graveness of the breach, the student is issued 1) a written warning by the Dean, 2) the Rector's warning 3) a decision made by the Board for expulsion of the student for fixed period. The other sanctions include (one or several): 1) refusing study performance (examination/viva voce, written task or assignment, etc.), 2) obligation to submit the written assignment drawn up on a new theme as individual work or 3) qualifying period for the study period.

### 12 § Completing of Degree Programme and degree certificate

To proceed to the Degree Programme degree and certificate the student must

- participate in the work forms of the Degree Programme study periods in such a way that the objectives set are reached
- complete the study periods indicated in the curriculum, which are assessed as defined below
- complete the practical training

## Instructions for students

- complete the thesis and
- attest the passing of the maturity test.

The degree is conferred and the degree certificate is issued by the Rector pursuant to proposal of the relevant educational branch unit. In youth education, the studies required for the degree, must be completed, however, no later than one year after the time indicated by the extent of the degree programme. With regard to adult education, the prescribed time for completion of the degree program is dependent on the degree programme specific planned time for completion. The degree in mature student education must be completed no later than a year after the planned time for completion.

Eventual specialisation alternative of the degree programme, eventual specialisation studies or differentiated vocational studies, the core content of the degree, the title of the thesis, the language of the maturity test, and the assessment of the attainments must be indicated, in addition to the degree and the educational degree programme. All the graduates receive also the Diploma Supplement certificate in English.

The student has the right to receive, in the progress of the studies, a transcript over the studies completed. The students within Open polytechnic are issued an extract from the completed study register.

### 13 § Transitional provisions and entry into force

The Degree Regulation enters into force after the acceptance of the Board, and is effective onwards from the 1 August 2009 to the 31 July 2010.

## APPENDIX 2

### **CREDIT TRANSFER APPLICATION PROCEDURE**

1. At the start of the studies, on the student's request for credit transfer on studies completed previously and that correspond to study units in the degree programme or earlier working life experience.
2. The student encloses the relevant supporting documents in the application for credit transfer.
3. The student submits the application together with supporting documents for credit transfer. These are subsequently filed with the Study Affairs Office, whereby the application is entered into archive, and the validity is checked against the instructions given on credit transfer procedure.
4. The Study Affairs Office hands in the credit transfer application with supporting documents for the attention of the relevant Department Head, who may confer with expert teachers. The Head of the Department draws out a proposal on the issue to be put forward for the Dean's consideration.
5. Based on the submitted request and the proposal, the Dean reaches a decision on the credit transfer issue, to be subsequently included in the list of decisions taken by the Dean.
6. The decision taken indicates the credit transfer or the extent or scope on the transfer in terms of credits, including the date for completion and grade yielded, in addition to including a specific categorisation into basic, professional or free choice studies.
7. The decision taken about credit transfer indicates the study period that has been replaced (code and name), incl. the scope, with regard to free choice studies, the extent of credit transfer, the classification of the grounds for credit transfer, together with the date on the decision taken.
8. The decision is to be made no later than within one month after the submission of a complete application for credit transfer.

## Instructions for students

9. The original application with supporting documents is filed in the archives of the Study Affairs Office.
10. About an accomplishment that merits full credit transfer per study unit, the Study Affairs Office staff marks by M (in Fi 'muualla' or in other words, completed elsewhere).
11. The student who is not satisfied with the credit transfer decision given over studies completed previously, hand over a request for rectification to the Dean in charge of the decision, within no later than 14 days from the receipt of the information on the credit transfer decision.
12. The Dean responds in writing to the request for rectification, within no later than 14 days from the receipt of the request for rectification.
13. The student dissatisfied with the Dean's response in writing to the request for rectification, files for an official request for rectification, within 14 days from the day the account was given. The student addresses the request for rectification to the Board of Examiners and delivers it to the Study Affairs Office.
14. The Board of Examiners deals with the requests for rectification within 30 days from their receipt, except for requests for rectification arriving in June, July or August that are taken under consideration by September at the latest.

### APPENDIX 3

## CODE OF CONDUCT AND BEHAVIOUR IN PROBLEM SITUATIONS

### The purpose of the code of conduct

This code of conduct aims to ensure the security and work atmosphere for students and staff at the school. By following a set of common rules the work and study environment is improved and problems which could impede these activities are prevented. This code of conduct should be applied in all study-related situations outside the school premises, such as internships, study visits and while representing the school.

### Conduct

Every member of the study and work community follows rules for security and work safety as well as general principles of good behavior. Students are guided to pay attention to the behavioral expectations and demands of their future professions; this includes appropriate clothing and language. Everyone strives to keep the work environment safe and tidy. In the common work spaces and the laboratories special rules and manners may apply together with regulations which specifically relate to certain professional fields.

Students follow the curriculum and come punctually to lectures and other educational functions. Disruptions of the work peace shall immediately be dealt with. Deceit during examinations and in connection with assignments (e.g. plagiarism) is prohibited, see the degree code.

### Property

The property of The University of Applied Sciences shall be handled with care. Inflicted damages or loss shall be compensated for in accordance with the Tort Liability Act (412/1974). The school is not responsible for private property.

### Abiding in the school premises

Students of Vaasa University of Applied Sciences can work in the school's premises during the opening hours of the buildings.

### Intoxicants and illegal drugs

## Instructions for students

Possession, use and presence under the influence of intoxicants and drugs is prohibited. Smoking is allowed in specially reserved areas outside the school. Using snuff during lectures and equivalent functions is also prohibited.

### **Other rules**

Individual degree programs and units may in addition have specific rules regarding classrooms, parking and matters of study which apply for all persons in the school community.

## Instructions for students

### **GENERAL INSTRUCTIONS FOR PROBLEM SITUATION**

1. Try to give the needed first aid as soon as possible and calm down the situation. If needed call extra help (janitor, security chief, staff, police, 112).
2. Document as soon as possible details for the event (who did, what, where, how) and what was confirmed for the future actions. Document even own activities, Sign the document and deliver it to the security chief.
3. If the event did have eyewitnesses, write down contact information of them (tel. address) for the future contacts. Ask eyewitnesses their statement and give it to the security chief.
4. Inform rector, vice rector, director of administration or security chief.
5. Rector or vice rector answer for the further actions and information outside the high school.

If rector or vice rector cannot be contacted, please contact security chief.