

1. PRESIDENT'S GREETINGS

Dear Students of Vaasa Polytechnic !

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 fourth 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 100th 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 that 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 2003 -2004 is in three parts: Finnish, Swedish and English. Each of them has 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!

Pentti Ruotsala
President

2. VAASA POLYTECHNIC

2.1. OPERATION IN GENERAL

2.1.1 Licence and Units

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

Vaasa Polytechnic consists of three educational units:

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

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

2.1.2 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.

2.1.3 Degree Programmes and Degrees

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

The available degrees are:

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

The corresponding titles are:

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

2.1.4 Degree Programmes

Education leading to a degree is implemented through degree programmes. In 2003 the following degree program will be commenced:

Degree in Engineering:

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

Degree in Business Administration:

- Företagsekonomi
- Liiketalous
- Informationsbehandling
- Tietojenkäsittely
- International Business

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 units (cu). One credit unit equals to 40 hours of student input in order to reach the objectives. As full-time studying, the scope of an academic year is 40 credit units.

The scope all degree programs in engineering and the degree programme of Hoitotyö, terveydenhoitotyön suuntautumisvaihtoehto is 160 credit units and the theoretical time in which the degree can be taken studying full-time is 4 years. The scope of other programs is 140 credit units and the corresponding time 3.5 years.

2.1.5 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.

2.1.6 Collaboration with Other University Level Institutes

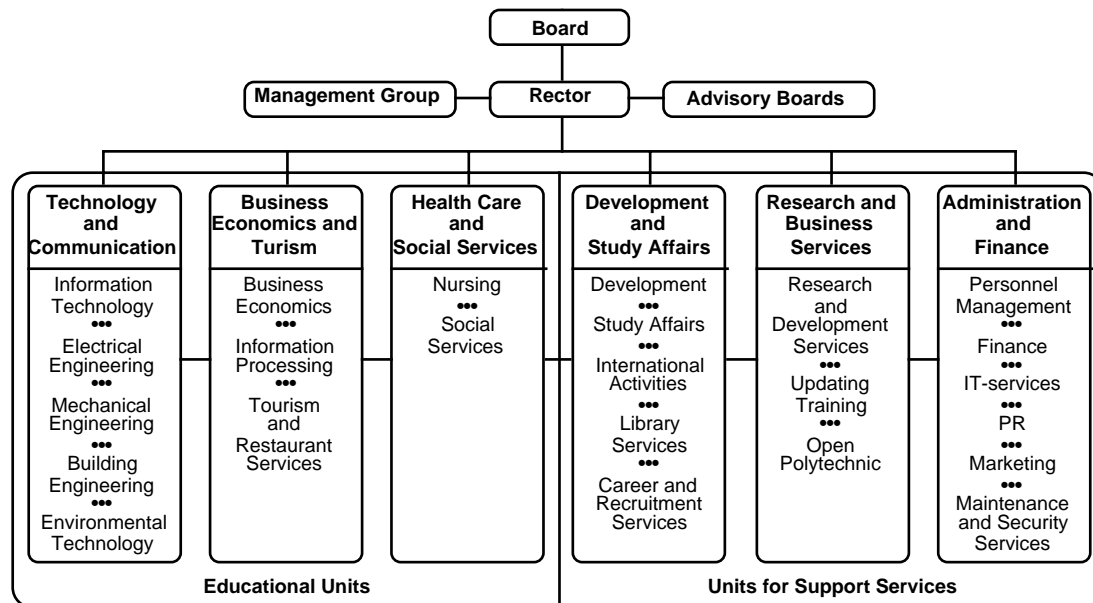
The main collaboration partners within the country are the university units in Vaasa and other Finnish universities and research institutes. Depending on the field different forms of co-operation based on practical needs have been established between these institutions.

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.

2.2. ADMINISTRATION

2.2.1 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.



2.2.2 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.

2.2.3 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.

2.2.4 Management Group

The polytechnic has a management team to coordinate 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 students, Secretary general **Mr. Jaakko Keto**.

2.2.5 President and Deans

Mr. Pentti Ruotsala 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. Raijaliisa Laakkonen

Administration and Financial Unit is headed by **Mr. Tuomas Hemminki**, Administrative Director, Development and Study Affairs Unit by **Mr. Aki Valkonen**, Development Director and Research and Business Service Unit by **Ms. Leena Vilkuna**, Service Director.

2.2.6 Departments and Heads of Departments

Technology and Communication:

Department of Mechanical Engineering
Mr. Jorma Tuominen, Principal Lecturer

Department of Building Engineering
Mr. Martti Laaja, Principal Lecturer

Department of Electrical Engineering
Mr. Matti Ylivainio, Senior Lecturer

Department of Information Technology
Mr. Kalevi Ylinen, Principal Lecturer

Business Economics and Tourism:

Department of Business Economics
Ms. Kirsti Melin, Principal Lecturer

Department of Tourism and Restaurant Services
Ms. Elina Myllymäki, Senior Lecturer

Department of Information Processing
Mr. Kenneth Norrgård, Principal Lecturer

Health Care and Social Services:

Department of Nursing and Health Care
Ms. Raijaliisa Laakkonen, Dean

Department of Social Services
Ms. Raijaliisa Laakkonen, Dean

2.2.7 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. **Mr. Olavi Mäkinen**, Principal Lecturer, acts as a Chairman the other members being **Ms. Paula Lundman**, Senior Lecturer and student member **Ms. Hanna Pikkarainen**.

2.3. GENERAL REGULATIONS

2.3.1 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 taking 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.

2.3.2 The Agenda of the Academic Year 2003 - 2004

The opening ceremony of the academic year 2002 -2003 will be held on Tuesday 2 September 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 25 August, 2003 and will end in the Unit of Health Care and Social Services on Friday 19 May, 2004 and in other units on Friday 30, April 2004.

Instruction for adult education will begin on Friday 22 August, 2003 and will end on Saturday 22 May, 2004.

2.3.3 Periods

Periods consist of eight weeks with breaks between as follows:

Period 1: 25.8. - 18.10.2003
Autumn break
20.10. - 25.10.2003

Period 2: 27.10. - 20.12.2003
Christmas break
22.12. - 5.1.2004

Period 3: 7.1. - 6.3.2004
Winter break
23.2. - 28.2.2004

Period 4: 8.3. - 30.4.2004
Adult education will end on
22.5.2004

Period 5: 3.5. - 22.5.2004

2.3.4 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 motion 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 in the academic year 2002 - 2003 as follows:

Main function in autumn:
Friday December 19, 2003

Main function in spring
Friday May 21, 2004

Functions in smaller scale will be arranged once a month as follows:

Autumn semester:
22.8.2003, 26.9.2003, 31.10.2003 and
21.11.2003

Spring semester:
23.1.2004, 20.2.2004, 26.3.2004,
23.4.2004 and 18.6.2004

2.3.5 Weekly Schedules

Weekly schedules can be seen on the Polytechnic website and on the notice boards. The web site address is www.puv.fi

2.3.6 Admittance to the Polytechnic's Premises

The doors are open in the units as follows:

Technology and Communication:

Weekdays 7.30-19.00

Saturdays 7.30-16.00

Business Economics and Tourism:

Monday to Thursday 7.30-19.00

Fridays 7.30-17.00

Health Care and Social Services:

Monday to Thursday 7.30-16.30

Fridays 7.30-15.30

During the summer and breaks all units:

Weekdays 8.00 - 16.00

2.3.7 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

2.3.8 Group Tutor

Each group has a group tutor chosen among the teachers whose task is to monitor how the group advances in the studies and to guide in the matters concerning the studies.

2.3.9 Group Representative

It is recommended that each group elect a group representative whose task is to take care of the group's common matters and to inform the group of events and other important matters.

The group representative and the vice-representative should be elected fairly quickly - and democratically - at the beginning of the academic year.

3. STUDIES AND PERFORMANCES

3.1. RIGHT OF STUDY

3.1.1 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 time corresponding the scope of the degree program plus one year.

Therefore, the time that can be used for full-time studies is five years in degree programs of technology and communication and health care and in other degree programs 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 her/him extension of time to complete the degree for special reasons.

Extension of time can be granted for no more than one year. Working while studying full-time is not regarded as special reason for granting extension. A free-form application for extension is filed with President of the Polytechnic. A plan how the student is going to finish the studies has to be enclosed with the application.

3.1.2 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.

Enrolment for autumn 2003 is August 18 - September 6, 2003.

New students enrol by using a enrolment form available from the student office.

Those continuing their studies enrol through WinhaWille on the intranet at <https://secure.puv.fi/wille>.

In connection of the enrolment the students are to update their contact information and e-mail addresses by "contact information" on WinhaWille.

Students who wish to change their non-attendance to attendance in mid-semester, enrol in the office immediately upon starting their studies.

3.1.3 Enrolment for Non-attendance

Enrolment for attendance can be changed to non-attendance in mid-semester by informing the student office of it.

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. It should be noted that for the student to be eligible for unemployment benefit, the employment authorities require that the non-attendance takes at least a year and is irrevocable.

3.1.4 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 in a resignation application, available from the student office. Before the application, the Head of Department or the Student Advisors should be consulted.

3.1.5 Retaking a Study Year

The student can be granted a right to retake a certain study year from the beginning. A free-form written application for the right for the retake is filed with the Deputy Rector. The group tutor or the Student Advisor should be consulted on the possibility for retake before the application.

3.1.6 Signing up for Study Units

Every student wishing to participate in a certain study unit must sign up for it personally to the teacher of the study unit. Signing up is a prerequisite for completing the study unit.

3.1.7 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 a safety risk.

3.1.8 Starting the Specialised Studies

The prerequisite for starting the specialised studies is that the student has completed first year studies and sufficiently basic studies, altogether 40 credit units. In the unit of Health Care and Social Services all professional basic studies have to be completed.

3.1.9 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 he/she writes the thesis. In engineering programmes additional 20 credit units of specialised studies are required to be completed, which makes 100 credit units altogether. A minor shortage of credit units can be compensated with free-choice studies.

3.1.10 Free-choice Studies

The purpose of the free-choice studies is to expand and deepen one'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. Signing up for the study unit held in spring takes place in autumn week 48 and signing up for the study units held in autumn week 17 in spring.

The third and fourth year students who still lack some free-choice studies take priority in signing up. Signing up for the study units held in spring takes place in autumn during week 48, and signing up for the study units held in autumn takes place during week 17 in spring. Students who sign up on a wrong day are not taken into account.

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

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

3.1.11 Virtual Studies

Every student has to complete at least one study unit as so called virtual studies over the net. Student Advisors and Heads of Department give further information. The Polytechnic takes part in the expenses of such a study unit only if the Head of Department has given permission for it.

3.1.12 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 Deputy Rector with a form available from the student office or teachers.

3.1.13 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 hours counted as lessons in co-ordination with the time-table are the ones that are held by the supervising teacher. When applied, the Polytechnic might take part in the cost of the trip.

3.2. ASSESSMENT CRITERIA

The policy stated in the directives of the Vaasa Polytechnic quality manual are in compliance with the assessment that can be found at:

<http://www.puv.fi/vaakku/laatu/ohjeet/index.html>.

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.

3.2.1 Scale of Grades

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

3.2.2 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.

3.2.3 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 system and give information on the possible requests for adjustment (by when, where and when the teacher available). The students can monitor and 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 in the student office.

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

tec-winha@puv.fi

bet-winha@puv.fi

hes-winha@puv.fi

3.2.4 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.

3.2.5 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.

3.3. EXAMS AND TESTS

3.3.1 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 consult on the completion of the study unit.

3.3.2 Participation

The prerequisite for taking part in the exams is that the student has signed up for the study unit to the teacher. 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.

3.3.3 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.

3.3.4 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.

In amendment of assessment, the procedure stated in 'Amendments' is applied.

3.3.5 Written Assignments and Seminars

Written assignments and seminars 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.

3.4 CREDIT TRANSFER AND OTHER CREDITS

3.4.1 Credit Transfer

Studies completed earlier or practical training can be recognised as part of studies.

A free-form application of the credit transfer is filed with the Deputy Rector. 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 in the degree certificate.

If the student has received financial aid earlier for these studies, s/he cannot count these credit transfers into credit units entitling to financial aid.

3.4.2 Credits Produced by Student Union Activities and Student Exchange

For activity in the Student Union, free-choice studies worth two (2) credit units at max. can be obtained. One year as a student tutor produces one credit unit. 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.

By attending any seven lectures, given by visiting foreign exchange teachers the student can obtain one credit unit (1 cu) 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 performance. A schedule on the visiting lectures can be found on the polytechnic website.

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

4. DEGREE REGULATIONS

4.1. GENERAL REGULATIONS

4.1.1 Units

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

4.1.2 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.

The goal of Polytechnic education is to train professional and developers for the working life. In addition to this educational function, the Polytechnic does research and development 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.

4.1.3 Degrees

Completed studies at the Polytechnic yield an academic degree.

The following degrees are provided by the Polytechnic:

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

The specific titles of Polytechnic degrees for the part of the education during academic year 2002-2003 in accordance with the decision made by the Ministry of Education are the following:

Insinööri (AMK); Bachelor of Engineering

Tradenomi; Tradenom; Bachelor of Business Administration

Restonomi (AMK); Restonom (YH); Bachelor of Hospitality Management

Sairaanhoitaja (AMK); Bachelor of Nursing;
Terveystieteiden ammattikorkeakoulututkinto (AMK); Bachelor of Public Health Nursing;
Sosionomi(AMK); Bachelor of Social Services

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

4.2. ORGANISING POLY-TECHNIC EDUCATION

4.2.1 Degree Programmes

The Polytechnic implements degree programmes as ratified by the Ministry of Education each academic year. The degree programmes for academic year 2002 - 2003 with their respective scopes and specialisation alternatives follow the decision nr 47/401/2000 taken by the Ministry of Education on 16 June 2000.

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 a degree programme is 140-160 credit units. One credit unit equals an average of 40 hours of student work.

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, with the professional studies being partly directed into a unit that forms the basis for a professional field.

4.2.2 Study Units and Curricula

The studies will be 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 units, 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.

4.3. STUDIES AT THE POLYTECHNIC

4.3.1 Basic Studies

The scope of basic studies is 60 - 100 credit units. 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 provide the student with a broad outline of the position and significance of the field concerned in the society, working life and international environment.

4.3.2 Language Studies

In the language studies common for all, the student must attain

- 1) a proficiency in both Finnish and Swedish which meets the requirements set in Law (149/22) 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 Polytechnic may, because of birth status or other special reason, exempt the student from what has been regulated in clause 1).

4.3.3 Specialised Professional Studies

The scope of specialised professional studies is 20 - 40 credit units. The objective is to familiarise the student with the traditions of the respective professional fields, essential problem entities and applications with their scientific basis, so that the student is able to function independently in his/her professional field in specialised tasks and assignments after completed studies.

Specialised professional studies are divided into compulsory, alternative and optional studies.

4.3.4 Free-choice Studies

The extent of free-choice studies is at least 10 credit units. 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 optional studies.

4.3.5 Practical Training

Practical training is planned to form a study entity incorporated in the study programme, with defined objectives, scope, contents and manner of performance. The extent of practical training is at least 20 credit units.

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 liable 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. With regard to studies in Health Care and Social Services the unit concerned is, as a general rule, responsible for supplying a place for practical training.

Practical training abroad is recommended.

4.3.6 Thesis and Maturity test

The extent of the Thesis is 10 credit units. The aim 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 multifield 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.

Assessment of the project focuses on the student's activity, skills in independent acquiring 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 written on the topic of the thesis, given by the supervising lecturer under supervision. The maturity test is assessed both from the viewpoint of content as well as linguistically 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.

4.3.7 Credit Transfer

Studies completed earlier or practical training corresponding 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.

A similar procedure is employed during the course of the studies regarding study units completed at other organisations.

4.3.8 Completing a Degree

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

1. participate in the forms of work of the study units of the degree programme in such a way that the objectives of the study units are fulfilled,
2. complete the study units described in the curriculum to be 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 certificate following the unit's motion.

The studies required for the degree have to be completed within a period of time that is one year longer than the scope of the degree programme.

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 scope of the degree programme.

4.3.9 Assessment and Certificates

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

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 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.

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 for thesis, the language of the maturity test as well as the assessment of study achievements.

The student has the right to receive an extract from the study register from the institute during the course of his/her studies.

4.4. MISCELLANEOUS PROVISIONS

4.4.1 Planning, Developing and Assessment of Teaching

Planning and organising of the degrees, degree programmes and curricula together with their constant development, occurs both in collaboration with the other units and at the respective unit.

Development of the degree programmes will take place in co-operation with the universities and the representatives of working life.

4.4.2 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 is enrolled as Vaasa Polytechnic student.
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.

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.

4.4.3 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.

4.5. 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, 2003 to July 31, 2004.

5. STUDENT SERVICES

5.1. STUDENT OFFICE SERVICES

Office hours

Monday to Friday 9.00 - 15.00

Services

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

5.2. CARETAKER SERVICES

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

The caretakers 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

5.3. CAREERS AND RECRUITMENT SERVICES

Careers and recruitment services give information on vacant jobs and creates opportunities for job seeking during studies.

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, theses and co-operation projects.

Careers and recruitment services are rendered by the Placement Coordinators of the units and Student Advisors.

For more information: www.puv.fi.

At 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, there is a database providing information about work placement, subjects for thesis and jobs available. The database of companies is on the intranet and it is available only from the computers in Vaasa Polytechnic.

5.4. PRACTICAL TRAINING SERVICES

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

The contents and scope of the training varies according to the degree programme. The scope is always at least 20 credit units. However, in health care and social services the scope is 30 - 50 credit units.

It is possible to do the training abroad. In the degree programmes with other than Finnish as tuition language, 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 placements coordinators who will assist with matters concerning practical training.

Placements coordinators:

Jouko Pakka, Technology and Communication
Tel. (06) 326 3109, 040-738 3904,
jouko.pakka@puv.fi

Kristina Österholm, Business Economics and Tourism
Tel. (06) 326 3514, 040-745 3514,
kristina.osterholm@puv.fi

Aila Markus, Health Care and Social Services
Tel. (06) 326 3815
aila.markus@puv.fi

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

5.5. STUDY GUIDANCE

The objective of study guidance is to give advice concerning study modules, selections, and studying at polytechnic. The students are guided towards independent and self-guiding studying and they are given assistance in problem situations. The aim is that the students get a clear picture of their own studies and professional career.

If you are interested in the following services, please, contact the Student Advisors:

- information about student selection
- information about degree programmes and studies
- assistance in planning one's personal curriculum
- advice on optional and free-choice studies
- guidance in problem situation (delay in the studies, intermission of studies, resigning)
- information about further education
- assistance in planning one's career

The Student Advisors also act as co-ordinators and contact persons in the matters of study guidance. They also give personal guidance.

Student Advisors

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

Antti Mäkelä, Technology and Communication
Tel. (06) 326 3107, 040-733 4154
antti.makela@puv.fi

Hilkka Vuorensivu, Business Economics and Tourism
Tel. (06) 326 3510, 040-516 3510
hilkka.vuorensivu@puv.fi

5.6 INTERNATIONAL ACTIVITIES

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

Vaasa Polytechnic is involved in European Union Sokrates and Leonardo da Vinci programmes as well as in the Scandinavian Nord-Plus 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 co-ordinators 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 are delivered to the international office.

International Office:

Wolffintie 30, FIN-65200 VAASA
international@puv.fi

Head of International Affairs:

Sari Salojärvi
sari.salojarvi@puv.fi
Tel. (06) 326 3013

International Affairs Coordinators:

Tuija Tammi
tuija.tammi@puv.fi
Tel. (06) 326 3105
Taija Mäenpää
taija.maenpaa@puv.fi
Tel. (06) 326 3041

Ritva Mertaniemi
ritva.mertaniemi@puv.fi
Tel. (06) 326 3042

European Credit Transfer System (ECTS)

The European Community promotes study abroad as a means of improving the quality of academic co-operation, thus bringing benefits to students and higher education institutions. The European Commission has developed a European Credit Transfer System (ECTS), which provides a way of measuring and comparing learning achievements, and transferring them from one institute to another.

The European Credit Transfer System guarantees full academic recognition and ensures that no time will be lost in completing a degree. This is achieved through the use of a common ECTS credit unit and a common ECTS grading scale. More than 1,200 institutions in the EU, EEA, Cyprus and the associated countries of central and Eastern Europe are using the ECTS for their student exchanges. Vaasa Polytechnic has the European Credit Transfer System in use.

The few rules of ECTS, concerning Information (on courses available), Agreement (between the home and host institutions) and the Use of Credit Points (to indicate student workload) are set out to reinforce this mutual trust and confidence.

ECTS documents

ECTS makes use of three important documents:

- (1) The information package, which provides general information on the host institution as well as detailed descriptions of the degree programmes and courses available.
- (2) The application form & learning agreement, which, in addition to providing personal data on the student, describes the study programme and the ECTS credits to be awarded after successful completion.
- (3) The transcript of records, which shows the learning achievements of the student, both prior to and after the period of study abroad. The transcript indicates all courses taken by the student, the number of ECTS credits completed and the grades awarded to the student.

Benefits of ECTS

For the student the ECTS guarantees academic recognition of studies abroad and enables access to regular courses alongside local students, with the benefit of full participation in the academic life of the host institution. This characteristic of ECTS distinguishes it from many other student mobility programmes. ECTS enables further studies abroad. A student may prefer not to go back to the home institution after the study period abroad, preferring instead to stay at the host institution possibly to gain a degree – or to move to a third institution. For the higher education institutions ECTS improves access to information on foreign curricula and provides common procedures for academic recognition. The use of ECTS can also be a catalyst for reflection on course curriculum structures, student workload and learning outcomes. With ECTS the higher education institutions preserve their autonomy and responsibility for all decisions concerning the achievements of the student without amending existing course structures and assessment methods.

ECTS students

Students selected by each institution to participate in ECTS may only be awarded a student mobility grant if the student fulfils the general conditions of eligibility for the ERASMUS grant.

Students must be citizens of one of the EU Member States or citizens of Iceland, Liechtenstein or Norway. Students shall not be required to pay tuition fees at the host institutions; the student may, however, be required to continue to pay normal tuition fees to the home institution during the study period abroad.

The national grant/loan to which a student may be entitled for study at a home institution may not be discontinued, interrupted or reduced while that student is on exchange and is receiving an ERASMUS grant. The study period abroad should not last less than three

months or more than one year. Students in the first year of their studies are not eligible to receive ERASMUS grants.

ECTS Credits

ECTS Credits are a numerical value allocated to course units to describe the student workload required to complete them. They reflect the quantity of work each course requires in relation to the total quantity of work required in order to complete a full year of academic study at the institution. This includes the lectures, practical work, assignments, seminars, self-study, laboratory work, and exams or other assessment activities.

On average one (1) Finnish credit equals 1.5 ECTS credits. In ECTS, 60 credits represents the workload of one year of study; normally 30 credits are given for six months (a semester) and 20 credits for a term (a trimester).

Practical placement, thesis work and optional courses, which form an integral part of the course of study, also receive ECTS credits. Non-credit courses can only be mentioned in the transcript of records. ECTS credits are allocated to courses and are awarded to students who successfully complete the courses by passing the exams or other forms of assessment.

The ECTS Grading Scale

Examination and assessment results are usually expressed in grades. There are many different grading systems in Europe. The ECTS grading scale has been developed to help the institutions interpret the grades awarded to exchange students. The ECTS grade provides information on the student's performance in addition to that provided by the institution's grade, but does not replace the additional grade.

The following chart describes the dual use of the ECTS grading system. For example, the grade A means that the student's performance was excellent and that the student is among the top ten percent of students.

Finnish Scale	ECTS Scale	Definition	Percentage of Students
5 (4,2-5,0)	A Excellent	Outstanding performance with only minor errors	10
4 (3,4-4,1)	B Very good	Above the average standard with some errors	25
3 (2,6-3,3)	C Good	Generally sound work with a number of notable errors	30
2 (1,8-2,5)	D Satisfactory	Fair but with significant shortcomings	25
1 (1,0-1,7)	E Sufficient	Performance meets minimum criteria	10
0	FX Fail	Some more work required before the credit can be awarded	
HYL	F Fail	Considerable further work is required	

5.7. STUDENT HEALTH CARE

City of Vaasa Health Office is responsible for student health care. Health services provided by the units are for all students.

Public Health Nurses:

Technology and Communication:

Donald Esselström

Tel. (06) 325 2190

Mon - Thu 8.00-16.00 and Fri 8.00-14.15
(without appointment Mon - Thu 11.45-13.15 and Fri 8.00-9.00).

Business Economics and Tourism as well as Health Care and Social Services:

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)

Sinikka Blomqvist

tel. (06) 325 2196

Tue 8.00-15.30

Other health services:

Emergency duty at Main Health Centre:

Sepänkyläntie 14-16

tel. (06) 325 1700

Mon -Fri 16.00-23.00 and Sat - Sun 8.00 - 23.00.

Vaasa Central Hospital Emergency Room:

Hietalahdenkatu 2-4

tel. (06) 323 1111

Mon - Sun 8-00 – 23.00

fee EUR 15

Health Centres (open on weekdays 8.00-16.00):

Kirkkokuistikon terveysasema (Kirkkokuistikko Health Centre)

Kirkkokuistikko 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)

Gerbyn terveystasema (Gerby Health Centre)
Mäntymaantie 5, tel. (06) 325 1711
(Gerby, Iso-lahti, Peipponen, Väster-vik)

Huutoniemen terveystasema (Huutoniemi Health Centre)
Teinikuja 11, tel. (06) 325 1770
(Aseveliky-lä, Huutoniemi, Teeriniemi, Kiilapalsta, Melaniemi)

Ristinummen terveystasema (Ristinummi Health Centre)
Jyrsijänkatu 2, tel. (06) 325 1691
(Ristinummi, Vanha Vaasa, Teeriniemi, Runsor, Kråklund)

Mental health services:

Health centre psychologists, Kirkkoku-puistikko 28, by appointment Mon - Fri 8-11, tel. (06) 325 2031.

Mental health clinic, Hietalahdenkatu 2-4, Mon - Fri 8-16, tel. (06) 323 2272.

Vaasa Central Hospital Psychiatric Polyclinic, 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), Kirkkoku-puistikko 28, tel. (06) 325 2850.

Shelter, tel. (06) 312 9666, Vöyrinkatu 2, open 24 hours.

5.8. LIBRARY SERVICES

Vaasa Polytechnic Library offers full services to all its customers. Opening hours are principally on weekdays from 9 am to 5 pm. Courses on the use of the library and its services are organised for new students.

The polytechnic library is divided into three branches: Technology and Information, Business Economics and Tourism, and Health Care and Social Services.

The polytechnic library services are complemented by other local libraries such as The Tritonia Academic Library and Vaasa City Library.

Telephone numbers:

Technology and Communication:
(06) 326 3118

Business Economics and Tourism:
(06) 326 3516

Health Care and Social Services:
(06) 326 3807

Library e-mail address: library@puv.fi

5.9. 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. Private user names can be applied by using separate application forms available from the students offices. All students within Vaasa Polytechnic will be given the opportunity to use e-mail and computers.

Before starting to use a computer, we recommend that the students read the regulations concerning the use of computer facilities, computers and telecommunications, available on the Intranet at:
<http://www.puv.fi/vaakku/services/it/> .

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

Information Systems Manager:

Timo Pitkäranta
Tel. (06) 326 3016
timo.pitkaranta@puv.fi

5.10 ADDITIONAL INFORMATION

There are notice boards and info-screens in every unit. You can find current information about matters concerning the unit, hobbies, jobs, books for sale etc. on info-screens every day.

On Vaasa Polytechnic web site at www.puv.fi you can find e.g. information of coming events. The internal Intranet can be found at www.puv.fi/vaakku , where you can find current issues, notices, decisions made by the Administration in real time and general information about the Polytechnic.

6. FINANCIAL AID

6.1. HOW TO APPLY FOR FINANCIAL AID

To finance the studies, the student 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 unit 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 is 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. Web site on financial aid can be found at:

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.

6.2. FINANCIAL AID COMMITTEE

The Polytechnic has a statutory financial aid committee. Its operation has been prescribed in the statute more closely.

The function of the Financial Aid Committee is to:

- determine the concept of 'full-time studying' for each degree and the general assessment criteria of advancing in the studies in the polytechnic in question;
- give a report on the realisation of the grounds described in item 1 on part of a certain student, either on their own initiative or on request of KELA or the student.

To do so, the Financial Aid Committee monitors regularly the student's advancement in studies, gives admonitions and, if necessary, discontinued the financial aid. The financial aid is discontinued if the student has not obtained three credit units for each month eligible for aid. The Financial Aid Committee can also restore the aid if the student after the discontinuation obtains 15 credit units.

The Secretary of the Financial Aid Committee in the Polytechnic is

Ms. Susanne Sundqvist, tel. (06) 326 3017,
Susanne.sundqvist@puv.fi .

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.

6.3. SUMMER AID

The student is eligible for financial aid during the summer if s/he studies or is in practical training without pay (the pay is less than EUR 505 per month). The studies can be pursued e.g. at open university, summer university or other institutes that provide courses that can be recognised as compulsory or optional studies.

The Head of Department approves the summer studies and the teacher responsible for practical training or the Placement Co-ordinator approves the summer training.

Summer studies can be regarded as full-time if the student obtains at least three credit units of degree studies for each month eligible for aid. Furthermore, the studies and training must take at least 18 days in a month.

The financial aid is always applied in advance through the Vaasa Polytechnic Financial Aid Committee. The aid will not be paid retroactively.

The student must enclose the study plan for the summer and the report on summer aid with the application (form OTm).

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.

6.4. 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. The student office also receives the applications filed with the Committee.

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.

7. STUDENT ACTIVITIES

7.1. VAMOK ry

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 the likes. 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 are local student unions.

Vaasan Ammattikorkeakouluopiskelijat VAMOK ry (Vaasa Polytechnic Students) was established for the students of Vaasa Polytechnic in autumn 1996. Furthermore, there is a field-specific student organisation in each unit.

You become a member by paying the VAMOK's membership fee. The student can also join the field-specific organisation and the sports club VOSU ry.

VAMOK ry 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.

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 goes through the student union.

Information on VAMOK activities is available on the Läystäke leaflet which is delivered to the pigeonholes of the group, on the Internet www.vamok.fi or by signing up for the student union's mailing group or by contacting the board members..

VAMOK's contact information:

Wolffintie 30, 65200 VAASA
Tel. (06) 326 3140, fax. (06) 326 3141
www.vamok.fi

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

Chairperson
puheenjohtaja@vamok.fi .
Educational politics responsible
kopo@vamok.fi.
Social politics responsible
sopo@vamok.fi
International affairs responsible
international@vamok.fi

Information officer
tiedotus@vamok.fi

Tutoring responsible
tutor@vamok.fi

Project responsible
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Entertainment responsible
huku@vamok.fi

Chairperson of the representative body
pj.edustajisto@vamok.fi

Secretary general
paasihteeri@vamok.fi

Student Secretary
opiskelijasihteeri@vamok.fi

7.2. STUDENT DISCOUNTS AND BENEFITS

The student discounts of the academic year 2002 - 2003 have been negotiated in collaboration with VYY, 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 and on the membership magazine Nivaska delivered to the students' home.

Producing 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 comes under the subsidy.

7.3. 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 tutoring responsible in each unit takes care of the practical arrangements and training of student tutors.

The student tutors are volunteering second or third year students, chosen through interviews who want to share their experiences and time with new students. The student tutors also participate in the marketing of the polytechnic in various events, such as student recruiting fairs.

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. Tutors often are part of new students' life 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
tutor@vamok.fi

7.4. FIELD-SPECIFIC STUDENT ORGANISATIONS

There is a field-specific student organisation in every educational unit: in Technology and Communication it is called Valtti, Business Economics and Tourism Bitumi and Health Care and Social Services Solmu..

These organisations concentrate on student matters and interests of their respective units. They also offer various services, e.g. book shop, café, photocopying.

VAMOK ry organises activities for students of certain department or degree programme. These can include e.g. visits to companies and expert lecturers. Furthermore, VAMOK strives for boosting the professional identity and knowledge.

7.5. SPORTS

The sports club VOSU (est. 1999) is responsible for sports activities.

VOSU has scheduled reservations at various sports hall 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 Saarvio
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liikuntasihteeri@vamok.fi

8. CURRICULA

8.1. STRUCTURE OF CURRICULA

The curricula of Vaasa Polytechnic consist of Common Core Basic Studies, Specialised Professional Studies, Optional 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 starting from Chapter 8.2.

8.1.1 COMMON CORE BASIC STUDIES

The scope of the basic studies is at least half of the total scope of the studies required for the degree.

The Basic Studies have been divided into General Basic Studies and Professional Basic Studies according to the degree programme.

8.1.2 SPECIALISED PROFESSIONAL STUDIES

The specialised professional amounts to 20 - 40 credit units.

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

8.1.3 OPTIONAL STUDIES

All degree programmes include 10 credit units of optional studies. It is recommended that the students choose optional studies also in other educational units. All studies in the level of higher education are suitable. Student Advisors give further information on the applicability and the acceptance procedure of the studies taken outside the Polytechnic.

8.1.4 PRACTICAL TRAINING

During the practical training period the students familiarise 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. The training period will emphasise internationalisation, entrepreneurship and professionalism.

The practical training in the Degree Programmes of Technology and Communication, Business and Administration as well as Tourism and Catering comprises 20 credit unit. In addition, professional studies include practical studies comparable to practical training. 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 30 credit units, in health care 50 credit units.

You can apply for a training placement before or during your studies. Practical training related to the degree programme is to be carried out during the studies.

It is recommended that part of the practical training is completed abroad to develop an international competence. Students of degree programmes in foreign languages must complete a training or study unit of at least 3 months abroad.

The training period is only recognised after a written report has been presented and if it has been long enough.

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.

8.1.5 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 Thesis comprises 10 credit units. It can be applied research work, planning and developmental work or a project work arranged by several educational units to cover different fields. 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 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 decides on the Previous Knowledge and requirements needed for the work. The student attends seminars at his own institution.

A supervising lecturer is appointed at each institution. This lecturer assesses the written output of the work process on 1-5 scale.

Separate instructions are given for completing the thesis.