

Vaasan ammattikorkeakoulu  
Vasa yrkeshögskola  
Vaasa Polytechnic

## STUDENT GUIDE 2006 - 2007

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## **1. PRESIDENT'S GREETINGS**

Dear Students of Vaasa Polytechnic!

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

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

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

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 2006 -2007 is in three parts: Finnish, Swedish and English. Each of them contains general information about our polytechnic and its operation, polytechnic studies and regulations concerning the degrees, student services, financial aid, student activities and especially information about all degree programmes that start this autumn as well as the curricula of the specialisation alternatives.

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

studies but also with hobbies and recreation. In this respect Vaasa offers a good many interesting leisure activities.

Welcome to Vaasa Polytechnic!

Jouko Paaso

President

## **2. VAASA POLYTECHNIC**

### **2.1. OPERATION IN GENERAL**

#### **License and Units**

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

Vaasa Polytechnic consists of three educational units:

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

In addition to these, the Polytechnic has the Administration Unit, Student affairs Unit and Research and Business Service Unit.

#### **2.1.1. 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 advanced health care and social services, international business and tourism, high technology. Co-operation between these areas is also considered important. There is a strong emphasis on internationalisation and the high educational standard of the instructors.

#### **2.1.2. Education and Degrees**

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

### **2.1.3. Degree Programmes**

Education leading to a degree is implemented through degree programmes. In 200 the following degree programmes will begin:

*Degree in Business Administration:*

- Liiketalous
- Tietojenkäsittely
- Företagsekonomi
- Informationsbehandling
- International Business

*Degree in Engineering:*

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

*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 degrees and degree programmes will be described in more detail in chapter Degree Regulations.

### **2.1.4. Research and Service Activities**

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

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

### **2.2.5. President, Deans and Directors**

**Mr. Jouko Paaso** appointed by the City Board acts as President of the Polytechnic and **Ms. Raijaliisa Laakkonen** as Vice-rector , appointed by the Board of Directors for a fixed term.

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

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

The Administration Unit is headed by Mr. **Ossi Koskinen**, Administrative Director, Student affairs Unit by Ms **Raijaliisa Laakkonen**, Vice-rector, and Research and Business Service Unit by Ms. **Leena Vilkuna**, Service Director ( leave of absence 2006-2007).

### **2.2.6. Departments and Heads of Departments**

*Business Economics and Tourism:*

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

*Health Care and Social Services:*

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

*Technology and Communication:*

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

### **2.2.7. Board of Examiners**

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

## **2.3 GENERAL REGULATIONS**

### **2.3.1. The Agenda of the Academic Year 2006 - 2007**

The opening ceremony of the academic year 2006 -2007 will be held on Thursday 7 September 2006 at 15.00 at Raastuvankatu 31. 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 28 August, 2006 and will end on 21 June, 2007 in a graduation ceremony. Instruction for adult education in the Unit for Technology and Communication will begin on Friday 5 August 2006, in other units on 28 August, 2006.

### **2.3.2. Periods**

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

*Period 1:*

28.8. - 27.10.2006

*Period 2:*

30.10. - 22.12.2006

Christmas break (23.12.2005 - 5.1.2006)

*Period 3:*

8.1. – 9.3.2007

Winter break (26.2. - 2.3.2007)

*Period 4:*

12.3. – 4.5.2007

*Period 5:*

7.5. – 21.6.2007

### **2.3.3. Awarding of the Degree Certificate**

The degree certificate will have to be applied for with a form, available from the Student Office, which has to be submitted to the Student Office at least two (2) weeks before the desired day of graduation. The application will be processed if all required studies have been completed at the time of submitting the application.

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

Degree certificates will be presented during the academic year 2006 - 2007 as follows:

- Friday 1 September 2006
- Friday 27 October 2006
- Friday 22 December 2006
- Friday 9 March 2007

- Friday 4 May 2007
- Monday 18 June 2007.

#### **2.3.4. Weekly Schedules**

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

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

The doors are open in the units as follows:

*Raastuvankatu 31-33:*

Monday to Thursday 7.30-19.00

Fridays 7.30-15.30

*Wolffintie 30:*

Weekdays 7.30-19.00

Saturdays 7.30-16.00.

In July the Raastuvankatu premises are closed. Service available at Wolffintie 30.

#### **Group Codes**

- I-IT-n: Bachelor of Engineering, Information Technology, n. year
- I-KT-n: Insinööri, kone- ja tuotantotekniikka, n. vuosi (Mechanical and Production Engineering)
- I-RT-n: Insinööri, rakennustekniikka, n. vuosi (Building Engineering)
- I-ST-n: Insinööri, sähkötekniikka, n. vuosi (Electrical Engineering)
- I-TT-n: Insinööri, tietotekniikka, n. vuosi (Information Technology)
- I-YT-n: Insinööri, ympäristötekniikka, n. vuosi (Environmental Technology)
- T-FE-n: Tradenom, företagsekonomi, n. år (Business Economics)
- T-IB-n: Bachelor of Business Administration, n. year
- T-IT-n: Tradenom, informationsbehandling, n. år (Information Processing)
- T-LT-n: Tradenomi, liiketalous, n. vuosi (Business Economics)
- T-TK-n: Tradenomi, tietojenkäsittely, n. vuosi (Information Processing)
- R-HB-n: Bachelor of Hospitality Management, n. year
- R-HR-n: Restonomi, hotelli- ja ravintola-ala, n. vuosi (Hospitality Management)
- R-RB-n: Restonom, hotell- och restaurangbranschen, n. år (Hospitality Management)
- S-SA-n: Sosionomi, sosiaaliala, n. vuosi (Social Services)
- S-SH-n: Sairaanhoidaja, hoitotyö, n. vuosi (Nursing)
- S-TH-n: Terveystenhoitaja, hoitotyö, n. vuosi (Nursing).

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

A, B, C, D: youth education group

K: group beginning in January

E: specialisation studies

## **V: ADULT EDUCATION**

### **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 standard completion time plus one year. Therefore, the time that can be used for full-time studies is five years in degree programmes of technology and communication and health care and in other degree programmes 4,5 years. The student who has not completed the degree within the set time will lose the right of study unless the Polytechnic grants him/her extension of time to complete the degree for special reasons.

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

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

##### **3.1.2. Enrolment**

All students are to enrol once a year for attendance or non-attendance. Those who are continuing their studies enrol before 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. Students who have not enrolled will lose their right of study. The Financial Aid Committee will be informed of the enrolment; therefore, the enrolment should be taken seriously since it affects the student's financial aid.

The enrolment for autumn 2006 is open 10 April - 4 September, 2006. New students enrol by using an enrolment form available from the Student Office. Those continuing their studies enrol through

WinhaWille on the Intranet at <https://secure.puv.fi/wille>. Students who have exceeded the standard graduation time enrol with a form available at students offices or at the address mentioned above.

### **Enrolment for Non-attendance**

Non-attendance can be changed to attendance in mid-semester for weighty reasons. The change on the part of spring semester has to be made by 12 January 2007 at the student office.

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. During the non-attendance the student cannot pursue studies, receive credit points, or get financial aid. Using the right for non-attendance should be carefully considered. If the student has not enrolled for non-attendance, but does not pursue studies or participates only irregularly, the time of study available is wasted. On the other hand, non-attendance for working, for example, may cause problems, if the student later on would have to enrol for non-attendance for compelling reason.

### **3.1.3. 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 submit a resignation application, available from the Student Office or on the Web site. Before the application, the Head of Department or the Study Counsellors should be consulted.

### **3.1.4. Enrolling for Study Units**

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

Enrolling for the study units takes place as follows:

- Period 1: enrolment 18 August – 10 September 2006
- Period 2: enrolment 9 October – 5 November 2006
- Period 3: enrolment 11 December 2006– 14 January 2007
- Period 4: enrolment 19 February – 18 March 2007
- Period 5: enrolment 16 April – 13 May 2007.

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

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

### **3.1.6. Starting the Specialised Professional Studies**

The prerequisite for starting the specialised professional studies is that the student has completed first year studies. In the Unit for Business Economics and Tourism, the specialised professional studies are started in the second study year and in the Unit for Technology and Communication in the third study year. In the unit of Health Care and Social Services all professional basic studies have to be completed before starting the specialised professional studies.

### **3.1.7 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 starting the thesis. In engineering programmes additional 30 credit points units of specialised professional studies are required, which makes 150 credit points altogether.

### **3.1.8 Free-choice Studies**

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

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

- Period 1. 18 - 30 August, 2006, tuition weeks 35 - 43
- Period 2. 9 – 25 October, 2006 , tuition weeks 44 - 51
- Period 3. 11 - 20 December, 2006, tuition weeks 2 – 8
- Period 4. 19 February – 4 March, 2007, tuition weeks 11 -18.

The signing-up takes place through WinhaWille <https://secure.puv.fi/wille>. Further information on free-choice studies is available through the Study Counsellors and Heads of Department and at the address: <http://puv.fi/en/student-services/studies/free-choicestudies/>.

### **3.1.9. Information and Communication Technology Supported Studies**

Vaasa Polytechnic is actively developing and implementing the use of ICT in instruction. New learning possibilities that are less restricted by time and location are available to more and more students interested in e-learning. At Vaasa Polytechnic e-learning is either e-learning supported contact teaching or totally virtual teaching which takes place through the data network.

Every student has to complete at least one e-learning course. If the curriculum of the degree programme does not include any totally virtual courses, the student is responsible for taking care that one e-learning course is included in the studies (for example, in the free-choice studies). The financing of the outside e-learning courses is taken care by the Vaasa Polytechnic if the student has applied for the permission according to the instructions. (NB. The Polytechnic does not compensate for travel or other such expenses, only the course fee.) Please, check all uncertain details before enrolling for an e-learning course. The enrolment instructions and further information on e-learning at [http://www.puv.fi/fi/student\\_services/virtual\\_studies/](http://www.puv.fi/fi/student_services/virtual_studies/). In addition, Mira Pihlaja, E officer, helps students with matters connected with e-learning. E-mail: [mira.pihlaja@puv.fi](mailto:mira.pihlaja@puv.fi) or [eVirkailija@puv.fi](mailto:eVirkailija@puv.fi).

### **3.1.10. 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 is applied from the Dean with a form available from the Student Office or teachers or website [http://www.puv.fi/en/student\\_services/forms/](http://www.puv.fi/en/student_services/forms/) .

### **3.2.11. Study Trips**

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

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

- Trip programme with time-table and destination
- Name of the supervising teacher
- Name of the leading student
- Re-organisation of the lessons, signed by the teachers
- The estimated cost of the trip.

During the time of the trip the only lessons considered given in accordance with the time-table are the ones that are given by the supervising teacher; all other lessons will have to be compensated.

When applied, the Polytechnic might take part in the cost of the trip if the study trip is considered necessary for achieving the objectives of the study unit.

### **3.2. ASSESSMENT CRITERIA**

The policy, stated in the directives of the Vaasa Polytechnic quality manual, is in compliance with the assessment that can be found at: <http://intra.puv.fi/vaakku/laatu/ohjeet/ohje46.html>.

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) and 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 on the Polytechnic's web site.

The teacher of every study unit will give additional information on the requirements and completion 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 WinhaWille system and give information on possible requests for adjustment. The students can check their grades through WinhaWille at <https://secure.puv.fi/wille>.

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

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

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

### **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**

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

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

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

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

### **3.3.2. Participation**

The prerequisite for taking part in the exams is that the student has signed up for the study unit. In addition, students have to sign up for the retakes according to the unit's instructions at least a week (nine in the Unit for Health Care and Social Services) 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 with a photo with them. 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. Bags containing valuables can be left at the front or back of the exam room. Mobile phones have to be turned off. The use of dictionaries and the student's own, unchecked table books is forbidden. All required papers and other material will be provided by the supervisor of the exam. The exam is taken according to the instructions given by the supervisor.

After the exam, all material is returned to the supervisor. Discussion or other communication between the exam participants during the exam is forbidden. 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. The procedure stated in 'Amendments' is applied in the amendment of assessment.

### **3.3.5. Written Assignments and Seminars**

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

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

### **3.4.1 Credit Transfer**

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

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

The procedure is the same if the student wishes studies completed elsewhere than Vaasa Polytechnic to be recognised as free-choice studies. Studies completed elsewhere than Vaasa Polytechnic are entered into the records of credits without the grade. If the student has received financial aid earlier for these studies, he/she cannot count these credit transfers into credit units entitling to financial aid.

### **3.4.2. Credits Produced by International Student Exchange**

#### **Credits connected with activity in the Student Union**

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

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

By writing an extended travel report on the exchange abroad in English, titled "My Foreign Experience" the student can be granted three credit points of free-choice studies at maximum. This also has to be applied from the Head of Department. A recommendation from the International Relations Coordinator has to be enclosed with the application.

#### **Participation in Guest Lectures**

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

#### **Military Service**

For training at Reserve Office School or at NCO School 6 credit points can be granted as free-choice studies in all degree programmes. The application is made with the credit transfer form.

More information about credit transfer is available through the Study Counselors 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 of three educational units, which are the Unit for Business Economics and Tourism and the Unit for Health Care and Social Services and Unit for Technology and Communication. In addition to these, the Polytechnic has an Administration and Student affairs Unit and 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. In addition, the Polytechnic provides open polytechnic education.

The objective of the Polytechnic education is to train professionals for the working life. In addition to education, the Polytechnic has research and development activities to serve the needs of the instruction and the working life. Research and development concentrates on regional development and cooperation with small and medium-size businesses.

#### **4.1.3. Degrees**

The degree taken at the Polytechnic is an academic degree.

The following degrees are provided by the Polytechnic:

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

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

- Insinööri (AMK); Bachelor of Engineering
- Restonomi (AMK); Restonom (YH); Bachelor of Hospitality Management

- Sairaanhoidaja (AMK); Bachelor of Nursing; Terveystenhoitaja (AMK); Bachelor of Public Health Nursing;
- Sosionomi (AMK); Bachelor of Social Services
- Tradenomi; Tradenom; Bachelor of Business Administration
- Tradenomi (ylempi AMK), Bachelor of Business Administration (higher degree)
- Sairaanhoidaja (ylempi AMK), Bachelor of Nursing (higher degree).

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

## **4.2. ORGANISING POLYTECHNIC 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 2005 - 2006 with their respective scopes and specialisation alternatives follow the decision made between Vaasa Polytechnic, the City of Vaasa and the Ministry of Education for 2004-2006.

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

The scope of the degree programmes is 210-240 credit points. A credit point is defined so that the student's total work input during one academic year to attain the objectives equals 60 credit points (81600 hours). Measured in time, the scope of the degree programmes in engineering and health care is four years (240/60) and in other degree programmes 3,5 years (210/60).

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

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

### **4.2.2. Study Units and Curricula**

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

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

The curricula of the degree programmes are approved by the Vice-rector of the Polytechnic.

### **4.3. STUDIES AT THE POLYTECHNIC**

#### **4.3.1. Basic Studies**

The scope of basic studies is 95 - 150 credit points. The studies at the Polytechnic are divided into general basic studies and professional basic studies.

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

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

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

#### **4.3.2. Language Studies**

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

1. a proficiency in both Finnish and Swedish which meets the requirements set in Law (424/2003) concerning state officials and a proficiency that is an absolute condition for pursuing a career and professional development, 16.6.2004/497 as well.
2. a written and oral proficiency in one or two foreign languages which is an absolute condition for pursuing a career and professional development.

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

The knowledge of language(s) is reported in the degree certificate. The aforementioned proficiency in Finnish or Swedish is presented in detail in 4.3.8.

#### **4.3.3. Specialised Professional Studies**

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

The extent of **free-choice studies** is at least 10 credit points (7 cp in Nursing). In addition to the Polytechnic's own selection of free-choice studies, the Polytechnic may accept studies from other polytechnics and universities home and abroad. The respective unit will accept the combination of free-choice studies. Preparatory language studies are entered under free-choice studies.

#### **4.3.4. Practical Training**

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

The objective is to familiarise the student, under supervision, with tasks at work both with applying the knowledge and skills in working life and with developing the student's professional basic proficiency. Insight into professional ethics of one's field is part of the objectives of practical training.

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

#### **4.3.5. Thesis and Maturity test**

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

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

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

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

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

#### **4.3.6. Credit Transfer**

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

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

#### **4.3.7. Completing a Degree**

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

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

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

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

#### **4.3.8. Assessment and Certificates**

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

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

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

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

Marks of language studies:

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

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

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

#### **4.4. MISCELLANEOUS PROVISIONS**

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

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

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

#### **4.4.2. Student Admission**

The Vice-rector of the polytechnic decides on the admission of a student on proposal of the Head of Student affairs.

#### **4.4.3. Transfer Student Admission**

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

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

Transferring within the Polytechnic to another degree programme is possible only within the same field of study and with the same admission criteria. More detailed instructions on transfer student admission can be obtained from Vaasa Polytechnic Quality System Directives. The Vice-rector, based on the statement of the Dean, makes the decision concerning transfer student admission.

#### **4.4.4. Open Polytechnic**

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

#### **4.4.5. 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.

#### **4.4.6. Requests for rectification concerning the assessment**

In accordance with the administration legislation the one who is not satisfied with the assessment can submit a request for rectification to the teacher, who carried out the assessment. The teacher has

a possibility to the self-rectification. If the teacher does not consider that there is a need for rectification, the request for rectification is sent by the teacher to the Board of Examiners to be dealt with. The teacher has to inform the student in writing on the transfer of the request to the Board of Examiners and that the self-rectification was not considered possible.

#### **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, 2006 to July 31, 2007.

### **5. STUDENT SERVICES**

#### **5.1. SERVICES OF STUDENT ADMINISTRATION**

The services of student administration are taken care of by the Student Affairs Office, which is managed by Erkki Kokkonen, Manager of Study Affairs. Services are provided by the admission office, student offices, and the staff of financial aid office, student counsellors and placement coordinator. The services also include the technical implementation, maintenance and planning of timetables. Aila Markus, planning coordinator, and two planners are responsible for it. The planning coordinator also acts as a principal user of the data system and together with the Head of Student Affairs takes care of the tasks concerning the transfer of information and reporting. Mira Pihjala, e-officer is responsible for the administration of e-learning.

##### **5.1.1. Admissions Office**

Wolffintie 30

Office hours:

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

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

##### *Services*

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

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

Hanna-Leena Raja-aho: Engineering degree programmes and degree programmes in health care and social services

Venla Keskitalo: Degree programmes in business economics and tourism

### **5.1.2. Student Offices**

Wolffintie 30, Raastuvankatu 31

*Office hours:*

Monday to Friday 9.00 - 15.00

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

*Services:*

- Office services
- Study register
- Diplomas
- Transcripts of records
- Student certificates
- Other customer services

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

#### **Wolffintie 30**

Maj-Gret Berg: Information Processing, Information Technology. Tel 326 3522

Heli Järviö: Building Engineering, Electrical Engineering, Environmental Technology, Mechanical and Production Engineering. Tel. 326 3117

#### **Raastuvankatu 31**

Jeanette Forström: Nursing and Social Services ; Hotel and Restaurant Business

Siru Suominen: International Business

### **5.1.3. Data System in Student Administration**

Vaasa Polytechnic uses the WinhaPro system as a student administration system. The user interface for students is available at: <https://secure.puv.fi/wille/>.

#### **Student Number**

Each student is given a student number in Winha. The number is composed of the starting year and a running number e.g. 05 12345 (starting year 2005 and the running number 12345). The student number becomes a user name by adding a letter e in front of the number. With this user name (e.g. e0512345) the student has an access to WinhaWille in addition to the Windows and e-mail.

WinhaWille can be accessed via the public Internet outside the Polytechnic network and the fire wall.

### **User Name and Password for WinhaWille**

New students receive the user name and password at the beginning of their studies from the group tutors. If you lose or forget your user name and /or password, you will get a new one at the student office. When collecting a new password, you must have a ID with you. The password will not be given through e-mail for security reasons.

Additional information at:

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

### **5.1.4. Study Guidance**

The base of the study guidance in Vaasa Polytechnic is a student-centred operation model, which consists of information and advice services, basic study guidance and specialised study guidance. The information and advice services are need-oriented and mostly based on electronic material for the self-oriented students. Basic guidance includes mainly group guidance, which is standard guidance belonging to all degree programmes and comprises starting interview and appraisal interviews, which are the group tutor's (teacher tutor) responsibility. In group guidance information is given on international exchange, practical training and theses. Specialised, needs-oriented guidance is mainly the student counsellor's, the Head of Department's and thesis supervisor's responsibilities.

Objectives:

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

Measures:

The group tutor's hand book includes instructions and tools

- Introductory studies: common contents
- Starting interview
- Development discussions, regularly every year throughout the studies

The tasks of the group tutor are to familiarize the new students, to keep contact with the group and to follow up the progress of the studies of the students. In addition to the introductory studies and starting interview, the group tutor has a development discussion with the student once a year

throughout the studies. The group tutor and the study counsellor co-operate and make sure that there is enough guidance available, for example, at junction points of studies.

### **Study Counsellors:**

- Riitta Aikkola, Technology and Communication, Health Care and Social Services, Tel. (06) 326 3106, 040-822 2615, Email: [riitta.aikkola@puv.fi](mailto:riitta.aikkola@puv.fi) (leave of absence 2006-2007).
- Hilikka Vuorensivu, Business Economics and Tourism, Tel. (06) 326 3510, 040-516 3510, Email: [hilikka.vuorensivu@puv.fi](mailto:hilikka.vuorensivu@puv.fi)

**Group Tutors:** The names of the group tutors during the academic year 2006-2007 and their contact information can be found at:

<http://www.puv.fi/en/student-services/support-services-for-studies/study-guidance/> .

### **5.1.6. Careers and Recruitment Services**

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

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

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

For more information:

<http://www.puv.fi/en/student-services/support-services-for-studies/careers-and-recruitment/>

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

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

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

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

placements, jobs and subjects for theses. The database of companies is on the Intranet and it is available only from the computers in Vaasa Polytechnic.

### **5.1.7 Practical Training Services**

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

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

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

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

Each unit has their own placement coordinators who will assist with matters concerning practical training. Further information available at

<http://www.puv.fi/en/student-services/support-services-for-studies/practical-training/>

*Placement coordinators:*

- Anneli Brink, Senior Lecturer, Business Economics  
Tel. (06)326 3530  
Email: [anneli.brink@puv.fi](mailto:anneli.brink@puv.fi)
- Sirkka Hellman, Senior Lecturer, Information Processing  
Tel. (06) 326 3602  
Email: [sirkka.hellman@puv.fi](mailto:sirkka.hellman@puv.fi)
- Riku Niemistö, Senior Lecturer, Social Services  
Tel. (06) 326 3885  
Email: [riku.niemisto@puv.fi](mailto:riku.niemisto@puv.fi)
- Jouko Pakka, MEng, Technology and Communication  
Tel. (06) 326 3109, 040-738 3904  
Email: [jouko.pakka@puv.fi](mailto:jouko.pakka@puv.fi)
- Anne-Marja Rundström-Honga, Lecturer, Nursing  
Tel. (06) 326 3879  
Email: [anne-marja.rundstrom-honga@puv.fi](mailto:anne-marja.rundstrom-honga@puv.fi)
- Kirsi Salomaa, Senior Lecturer, Tourism and Catering  
Tel. (06) 326 3656  
Email: [kirsi.salomaa@puv.fi](mailto:kirsi.salomaa@puv.fi)

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

## **5.2. INTERNATIONAL ACTIVITIES**

Ritva Mertaniemi, Head of International Relations is responsible for international activities within the Polytechnic and for the cooperation between units. In addition, there are three international relations coordinators, who are responsible for implementing the student exchange.

Vaasa Polytechnic is involved in European Union Sokrates and Leonardo da Vinci programmes, North-South Higher Education Network Programme, funded by the Ministry of Foreign Affairs, as well as in the Scandinavian NordPlus programme. Through these programmes, a great number of student places 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 normally takes place during the spring semester of the previous academic year, by the end of February. After that, available exchange places can be applied until the end of October.

The Polytechnic grants financial aid for studies and unpaid training abroad. Additional information on training abroad is primarily given by the placements coordinators but you can make inquiries in labour offices and The Centre for International Mobility CIMO (contact information below). CIMO programmes include e.g. IASTE, the exchange programme in the field of technology, which nowadays comprises 80 countries. The application to these programmes is in the early spring. It is also worthwhile to keep an eye on notice boards. It is possible to apply for studies abroad through programmes outside Vaasa Polytechnic but we recommend that you consult your own unit well in advance. Further information about studies and training abroad is given by the CIMO, Hakaniemenkatu 2 (PL 343), 00531 Helsinki, automatic telephone service 09-774 776 77 (24h), information service 0600-9-1020 (Mon-Thur 9 am -14 pm).

Further information about applications is available from the international office, on notice boards at the international offices and on the Internet. An application form and enclosures are printable on the Internet. They should be delivered to the international office.

### **International Office:**

Wolffintie 30, FIN-65200 VAASA

Email: [international@puv.fi](mailto:international@puv.fi)

Head of International Affairs:

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

International Affairs Coordinators:

Tuija Tammi  
Email: [tuija.tammi@puv.fi](mailto:tuija.tammi@puv.fi)  
Tel. (06) 326 3105

Kerstin Berg  
Email: [kerstin.berg@puv.fi](mailto:kerstin.berg@puv.fi)  
Tel. (06) 326 3041

N.N.  
Email: [n.n@puv.fi](mailto:n.n@puv.fi)  
Tel. (06) 326 3042

### **International Work Placements**

Tarja Kettunen  
International Project Coordinator (International Placement Project)  
Email: [tarja.kettunen@puv.fi](mailto:tarja.kettunen@puv.fi)  
Tel. (06) 326 3253

### **5.3. LIBRARY SERVICES**

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

The library has two branches: the Unit for Business Economics, Tourism and Health Care in Raastuvankatu 33, tel. (06) 326 3516 and the Unit for Technology, Communication and Social Services in Wolffintie 30 tel. (06) 326 3118.

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

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

Information on the opening hours and other current issues are informed of at:

<http://www.puv.fi/en/library>.

## 5.4. STUDENT HEALTH CARE

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

### **Public Health Nurses:**

Technology and Communication and Social Services:

Tel. (06) 325 2190

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

Business Economics and Tourism and Health Care:

Tel. (06) 325 2182

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

### **Emergency duties:**

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

Emergency duty at Main Health Centre:

Sepänkyläntie 14-16 Tel. (06) 325 1700

Mon - Sun 8.00 am – 10 pm

Yearly fee 22€

Health station fee 11€

Emergency duty fee 15€

Vaasa Central Hospital Emergency Room:

Hietalahdenkatu 2-4

Tel. (06) 323 1111

Mon - Sun 10 pm – 8.00 am

Fee 22 €.

**Health Centres** are open on weekdays 8.00-16.00.

### **Mental health services:**

Health centre psychologists,

Kirkkokuistikko 28, 2nd floor, by appointment Mon - Fri 8-11, tel. (06) 325 2031.

Mental health clinic (a referral required)

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

Vaasa Central Hospital Psychiatric Policlinic, (a referral required)

Sarjakatu 2 ( in connection of Huutoniemi Hospital), Mon - Fri 8-21, Sat - Sun 12-18, tel. (06) 323 2392.

Centre for young drug abusers Klaara (for under 25 year old),

Kirkkokuistikko 28, 1<sup>st</sup> floor, tel. (06) 325 2850.

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

#### **Dental care services:**

Dental care is available on appointment at Dental Care Clinics. Adults are charged for dental care is in accordance with the Act.

Further information on health services for students from the public health nurses or at [http://www.puv.fi/student\\_services/health care](http://www.puv.fi/student_services/health_care).

### **5.5. DATA PROCESSING AND TELECOMMUNICATION SERVICES**

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

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

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

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

Information Systems Manager:

Timo Pitkäranta

Tel. (06) 326 3016

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

### **5.6. JANITOR SERVICES**

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

*Janitors on call:*

- Raastuvankatu: (06) 326 3529
- Wolffintie: (040) 8667547

- Technobothnia (040) 5902248

## **5.7. ADDITIONAL INFORMATION**

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

## **5.8. FINANCIAL AID**

### **5.8.1. Credit Points and Financial Aid**

In 2005 a statute (4§) on the sufficient progress of studies that is measured in credit points came into force. The studies are considered to progress so that the student can take the degree within confirmed the maximum eligibility period when the student completes 5.5 credit points per month of aid. The financial aid can be granted or continued if the student completes at least 4,8 credit points per month of aid ( $3,2 \text{ cp} \times 1,5 = 4,8 \text{ cp}$ ). If you receive financial aid between 1 September and 31 May (time of eligibility per study year), altogether 43,2 credit point should be accumulated at maximum. If you are taking specialisation studies, you are entitled for aid, if you complete 5 credit points per month. The maximum number of months of aid is 42 in degree programmes with the scope of 210 credit points and 46 in degree programmes with the scope of 240 credit points.

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

Non-citizens of Finland can get financial aid from KELA (national Pensions Institute) for studies in Finland if they live in Finland on a permanent basis for a purpose other than studying. This requires that they are registered as a permanent resident in the Finnish population register system. 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. Aid can be granted from the beginning of the month in which you applied for it. When submitting the application, the date of reception is decisive, not the mailing date.

Financial aid is also available for studies abroad, provided that the studies correspond to the studies entitled to aid in Finland and are part of a degree taken in Finland. The student is to inform the Centre for Student Financial Aid of the change of address or changes in rent. The student is responsible to monitor his/her earned income within the annual exempt amount. If the student, according to the taxation data, has exceeded the exempt amount, the student is required to pay back the equivalent amount of aid plus 15% interest. If the exempt amount is exceeded, it is possible to return the paid aid by the end of March. Months in which part of the aid is returned voluntarily by the dead-line are added back to your entitlement for aid.

Application forms and further information are available from the Student Office and Study Counselors. More exact information is found in KELA's guide of financial aid which is available from KELA offices or Student Offices. The Web site on financial aid can be found at: [www.kela.fi/in/internet/english.nsf](http://www.kela.fi/in/internet/english.nsf). There is also a telephone service for financial aid matters of polytechnics, available 9 – 12 am , telephone number 020 434 6650 and general information service 8.15 -16.00 , telephone number 020 434 6770.

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

### **5.8.3. Financial Aid Committee**

The Polytechnic has a statutory financial aid committee. Its operation has been described in the statute more closely. The members are (deputy members in brackets) Jouko Pakka, Chairman (Riitta Aikkola), Regina Nurmi, Vice-Chairman (Inkeri Laitinen), Anna-Leena Berglund (Anneli Brink), Emilia Sorama (Tero Siuriainen), Vsea Höykinpuro (Heidi Tuisku) and Stiina Alikoski (Sini Karjalainen). The Secretary of the Financial Aid Committee is Ms. Susan Sundqvist, tel. (06) 326 3017, or 040 733 4174; Email: [susan.sundqvist@puv.fi](mailto:susan.sundqvist@puv.fi).

### **5.8.4. Summer Aid**

The student is eligible for financial aid during the summer if he/she studies or is in practical training. The studying is full-time if the student completes at least 4,8 credit points of studies that belong to the degree programme. The studies can be pursued e.g. at open university, summer university or other institutes. Full-time practical training entitles to the financial aid if the training is unpaid or the pay is less than 505 EUR/month. The loan guarantee and housing supplement are available though your pay is more than 505 EUR/month. If the training is full-time and the pay is at least 505 EUR/month, the financial aid is not granted although the student would complete other studies alongside the training. 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. STUDENT ACTIVITIES**

### **6.1. VAMOK**

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

The student is rarely alone against his/her own will because the students have a strong inclination to seek the company of others. There is a certain spirit among the students that unites students, regardless their interests, in studies and in free time. The students are a group with each member as an individual but when necessary, everybody is ready to pull together. A good example of the students' activity is local student unions.

Vaasan Ammattikorkeakouluopiskelijat VAMOK ry (Vaasa Polytechnic Students) was established for the students of Vaasa Polytechnic in autumn 1996.

You become a member by paying the VAMOK's membership fee and an initiation fee. VAMOK is a member of the Union of Finnish Polytechnic Students SAMOK ry.

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

The representative body chooses the Chairman of the Board and other board members to implement the activity agenda in late autumn. The term of the Board is also one calendar year. The Secretary General and the Student Secretary also work for the student union. VAMOK ry office is located in Raastuvankatu campus at Raastuvankatu 31. The board members are available in the units at agreed times every week.

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

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

VAMOK's contact information:

Raastuvankatu 31, 65100 VAASA

Tel. (06) 326 3140

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

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

- Chairperson: [puheenjohtaja@vamok.fi](mailto:puheenjohtaja@vamok.fi)
- Educational politics responsible: [kopo@vamok.fi](mailto:kopo@vamok.fi)
- Social politics responsible: [sopo@vamok.fi](mailto:sopo@vamok.fi)
- Careers and recruiting responsible: [urre@vamok.fi](mailto:urre@vamok.fi)
- International affairs responsible: [international@vamok.fi](mailto:international@vamok.fi)
- Information officer: [tiedotus@vamok.fi](mailto:tiedotus@vamok.fi)

- Tutoring responsible: [tutor@vamok.fi](mailto:tutor@vamok.fi)
- Project responsible: [projekti@vamok.fi](mailto:projekti@vamok.fi)
- Chairperson of the representative body: [pj.edustajisto@vamok.fi](mailto:pj.edustajisto@vamok.fi)
- Secretary general: [paasihteeri@vamok.fi](mailto:paasihteeri@vamok.fi)
- Student Secretary: [opiskelijasihteeri@vamok.fi](mailto:opiskelijasihteeri@vamok.fi)

## 6.2. Student Discounts and Benefits

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

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

Students who are permanent residents in Vaasa get a 25% discount in local bus traffic. There is a possibility for a meal once a day in each unit. The students pay for food themselves but the meals are subsidised by EUR 1.2 per meal. You can get a subsidised meal by showing your valid membership card or KELA subsidised meal- card in the restaurants that come under the subsidy. In addition to the restaurants in the units, the students are entitled to subsidised meals at least in the restaurant Mathilda of Vaasa University and in the canteen of the office building in Palosaari. Furthermore, some private restaurants, e.g. Cotton club at Yliopistonranta come under the subsidy.

## 6.3. 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 tutor who is responsible in each unit takes care of the practical arrangements and training of student tutors. The student tutors are volunteering senior students, chosen through interviews who want to share their experiences and time with new students. The purpose of tutoring is to make the starting and adaptation to new surroundings easier. The tutor is a support person and advisor, who aims to create a good spirit in the group and a comfortable study environment. The tutors are often part of new students' lives even outside school; they show you around the town and tell you about free-time activities.

The student tutors usually receive the new students together with the group tutor, give advice and important information e.g. about the practices at polytechnic, financial aid and practically about everything. As the studies get well on the way, the tutors take care of informing, maintaining the group spirit and help to solve problems to the best of their ability. Tutors are sworn to secrecy about

the students' private matters. Contact information of the persons responsible for tutoring: VAMOK ry Email: [tutor@vamok.fi](mailto:tutor@vamok.fi)

#### **6.4. Sports**

Sports facilities are offered at various sport halls for e.g. volleyball, badminton, basketball, football, floorball and aerobics. In addition, students have participated in national student sports events in ice hockey, volleyball and street basket. The Sports responsible organises the sports activities for the students and can be contacted through [sopo@vamok.fi](mailto:sopo@vamok.fi).

## **7. STRUCTURE OF CURRICULA**

The curricula of Vaasa Polytechnic consist of Common Core Basic Studies, Specialised Professional Studies, Free-choice Studies, Practical Training and a Thesis followed by a Maturity Test. The modules, objectives, contents and periods are presented in the electronic Study Guide for 2006-2007 at: <http://www.puv.fi/en/student-services/studyguide/>.

### **7.1. Common Core Basic Studies**

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

### **7.2. Specialised Professional Studies**

The specialised professional studies amounts to 10-60 credit points. The studies are based on modules of 10 - 15 credits. The students choose at least two modules from their field of specialisation and at least one module from another specialisation alternative.

### **7.3. Free-choice Studies**

All degree programmes normally include 10 credits of free-choice studies. It is recommended that the students choose free-choice studies also from other educational units. All studies in the level of higher education are suitable. Study Counsellors give further information on the applicability and the acceptance procedure of the studies taken outside the Polytechnic. Credit transfer is possible for basic and specialised professional studies that can be taken e.g. at Open Universities. .

### **7.4. Practical Training**

During the practical training period the students familiarise themselves with the working procedures and tasks in their own field of specialisation. The training period increases the students' professional skills and motivation. During the training period the students become acquainted with the activities, culture, work and social life of the organisation. Practical training period should promote internationality, entrepreneurship and professional ethics. The practical training in the Degree Programmes of Technology and Communication, Business and Administration as well as Tourism and Catering comprises 30 credits. In the degree programmes of Health Care and Social Services the practical training takes place entirely in connection of professional studies as guided learning through work: in social studies 45 credits, in health care 75 credit points.

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

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

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

## **7.5. Thesis**

The objectives of the Thesis are to give the student practice in individual data searching and applied research work, to develop the student's oral and written communication skills and to prove the student's professional proficiency.

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

The Thesis always involves a written assignment, oral presentation and a maturity test. They are mainly completed in the same language as the language of instruction in the degree programme. The Thesis is completed mainly during the Specialised Professional Studies. Each educational unit determines the requirements regarding previous knowledge as well as compulsory studies that support and prepare for the completion of the Thesis. The student is required to attend seminars assigned by the department.

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

## **TABLES**

The tables where the structure and progress of the studies can be seen are at the end of this book.