

# DEGREE REGULATIONS

Maintained by Education Support Services

Approved by the Rector

Valid as of 1 September 2019

Organisation Häme University of Applied Sciences

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## 1. Introduction

The degree regulations of Häme University of Applied Sciences (HAMK) are based on the Act on the Universities of Applied Sciences, the Decree on Universities of Applied Sciences, other provisions concerning universities of applied sciences and the HAMK vision and strategy.

[Act on the Universities of Applied Sciences 932/2014](#)

[Government Decree on Universities of Applied Sciences 1129/2014](#)

[Government Decree on Fees Charged for the Operation of Universities of Applied Sciences 1440/2014](#)

[HAMK 2030 Vision and strategy](#)

The degree regulations apply to Bachelor's degrees, Master's degrees, professional teacher education, HAMK Open University studies and specialisation studies.

The degree regulations are complemented by the HAMK guidelines and instructions.

## 2. Planning of education and degree programmes

### 2.1. Planning of degree programmes

The government decision on the operating licence of the University of Applied Sciences determines HAMK's educational responsibilities. The operating licence determines which Bachelor's degrees and Master's degrees and titles shall be awarded by HAMK. In addition, HAMK has been granted the right to organise professional teacher education.

[Decision on the Operating Licence of Häme University of Applied Sciences, 11 December 2014](#)

HAMK may also organise specialisation studies and training containing parts of degrees in the form of complementary education or open studies, as well as other complementary education (L932/2014, section 10).

The planning of degree programmes is based on the operating licence and HAMK strategy. HAMK Board of Directors decides on the number of students admitted to the University of Applied Sciences. On these grounds, the Rector makes a decision on intake for each degree programme, taking into account the suggestions made by the degree programmes. The establishment of new degree programmes will be discussed by the Management Board before being discussed by the Board of Directors.

The number of student places for HAMK Open University studies and the so-called path studies is determined annually by the degree programmes. In a Bachelor's degree, path studies consist of first-year studies and in a Master's degree they last for the whole first semester.

### 2.2. Continuous learning

Continuous learning is carried out in accordance with the guidelines defined by the Ministry. The education provided by higher education institutions is divided into degree programmes, parts of degrees and other educational activities. Degree programmes may consist of degree-awarding education which is free of charge, education involving a tuition fee or made-to-order education. Parts of degree programmes may be completed at HAMK Open University, through a separate admission or as complementary education. Other educational activities include specialisation studies and other further training.

HAMK's modules are structured so that it is possible to build new degree programmes or parts of degree programmes flexibly for new target groups of continuous learning without making changes to HAMK's operating licence.

### [Vision on higher education and research 2030](#)

## 2.3. Planning the courses offered

### 2.3.1. Objectives of degrees and studies

The objectives of degree-awarding education, professional teacher education and specialisation studies are defined in the Decree (A1129/2014, sections 4-6a). The degree programmes are planned and implemented in accordance with the competence levels laid down in the National Qualifications Framework (NQF). Bachelor's degrees correspond to level 6, and Master's degrees correspond to level 7.

### [Degree frameworks](#)

#### 2.3.1.1. Degree programmes

The aims of the degree, description of the professional field, degree module structure and the learning outcomes for each module are described in the HAMK competence description for each degree.

#### **Common policies** in degree-awarding education (UAS)

- The studies are arranged so that the students are able to complete them within the time normally allocated for completing a degree.
- The academic year starts on 1 August and ends on 31 July. The academic year is divided into autumn and spring semester. In addition, there are summer studies that are arranged between the end of spring semester (May-July) and the beginning of autumn semester (August).
- Sustainable development is taken into account in all modules.
- Common competences related to the following areas of competences will be taken into account:
  - o lifelong learning skills
  - o ethical competence
  - o work community competence
  - o innovation competence
- The modules examine working life phenomena using multidisciplinary approach.
- Minimum number of language and communication studies
  - o 5 cr Swedish (or Finnish)
  - o 5 cr English
  - o 5 cr Communication

- In English-taught programmes, there are at least 10 credits of S2 studies (Finnish as a foreign language)
- All modules contain an international section. In addition, the modular structure of all Bachelor's degree programmes includes the possibility of international mobility.
- In addition to language studies, degrees taught in English may include studies taught in Finnish a maximum of 15% of the degree.

### [HAMK 2030 Vision and Strategy](#)

#### [Guideline 'Competence descriptions of degree programmes'](#)

##### 2.3.1.2. Professional teacher education

The competence descriptions of teacher education describe the learning outcomes, module structure, module themes and evaluation criteria.

##### 2.3.1.3. Specialisation studies

The basis of specialisation studies is agreed between universities of applied sciences in cooperation with the professional and business communities (L932/2014, Section 11a). The objectives of specialisation studies are regulated by a Government decree (A1129/2014, section 6a).

#### 2.3.2. Structure of degrees and studies

##### 2.3.2.1. Degree programmes

The degree-awarding education in Bachelor's degree programmes comprises basic studies, professional studies, optional studies, work placement and the Bachelor's thesis. The degree-awarding education in Master's degree programmes comprises advanced professional studies, optional studies and the Master's thesis. (A1129/2014, section 2.)

HAMK's degrees consist of modules. Bachelor's degree modules are either in the form of core competence or profiling competence modules. The first core competence module is a part of basic studies, while other studies are professional studies. Work placement and thesis are also parts of core competence. Specialist competence modules consist of selective and optional professional studies.

The modules of Master's degrees are in the form of core competence or profiling competence modules. The Master's thesis is a part of core competence. Profiling competence modules consist of advanced studies and optional studies.

#### [Guideline 'Competence descriptions of degree programmes'](#)

Path studies are studies in the first academic year of Bachelor's degree programmes (60 credits) or studies in the first semester of Master's degree programmes (10 or 15 credits).

##### 2.3.2.2. Professional teacher education

Professional teacher education comprises basic pedagogical studies, studies in professional pedagogy, teaching practice and other studies (A1129/2014, section 2).

## 3. Student selection

### 3.1. Selection criteria

In cooperation with the degree programmes, the admission services prepare proposals for the selection criteria for joint application and separate applications as well as transfer-student applications. As a general rule, the national selection criteria recommendation is followed in joint applications.

The proposal for the selection criteria of teacher education is based on the national recommendations. The Rector will decide on the selection criteria for HAMK.

The student places of HAMK Open University are filled in the order of registration. The selection criteria for path student places and specialisation studies will be available on the HAMK website.

The selection criteria are available in the following selection criteria decisions or on the HAMK website:

[The decision on the selection criteria for degree-awarding education \(joint application\)](#)

[The decision on the selection criteria for foreign-language education](#)

[The decision on the selection criteria for the separate application to the Open University of Applied Sciences \(path studies included\)](#)

[The decision on the selection criteria for teacher education](#)

[The decision on the selection criteria for the admission of transfer students](#)

[Instructions on study rights \(unfinished degree programme\)](#)

[Guideline for double degrees \(student admission\)](#)

[Selection criteria for path studies](#)

[Selection criteria for specialisation studies](#)

### 3.2. Student admission

In joint application, students will be admitted to degree-awarding education

- at HAMK
  - Bachelor's degree and Master's degree programmes taught in Finnish
- in separate applications
  - Bachelor's degree and Master's degree programmes taught in English
  - based on studies at HAMK Open University
  - based on secondary-level path studies
  - based on secondary-level path studies
  - transfer students (transferring from another university of applied sciences and transferring within HAMK, with a change of degree title)
- based on an unfinished degree in higher education
- as double degree students from partner institutions of higher education

Students will be admitted to HAMK for non-degree-awarding education

- in joint application for teacher education

- based on unfinished teacher studies
- in applications for specialisation studies
- for path studies and studies at HAMK Open University during application/enrolment periods

### 3.2.1. Admission of degree students

In joint applications and separate applications, the applicant shall apply for a position as a degree student in the Studyinfo service. The students are selected according to HAMK selection criteria (see 3.1, Selection criteria) and agreed schedules.

#### Schedules

[Schedules for joint applications for higher education institutions](#)

[Application periods for Finnish-language studies](#)

[Application periods for Degree programmes taught in English](#)

[Separate application for the Open University of Applied Sciences](#)

[Application based on studies in a secondary-level education](#)

[Application to be admitted as a transfer student](#)

HAMK students may apply for a transfer to another HAMK programme. A change of programme will be agreed on with the Student Counsellor in charge of the degree programme.

### 3.2.2. Admission as a degree student based on an unfinished degree in higher education

If a student whose university degree has not been completed, wishes to continue their studies, they may apply for the right to be readmitted as a student based on the criteria specified in the instructions on the right to study. The application period is unlimited. The right to study may be obtained from the beginning of the following month.

On the basis of an application, the Head of Degree Programme may grant the former student a study right for completing the degree if no more than 60 credits (Bachelor's degrees) or 30 credits (Master's degrees) is to be completed.

The student is charged a fee of 50 euros for the processing of the application (A1440/2014, section 3).

[Instructions on the right to study for personnel](#)

[Instructions on the right to study for students](#)

### 3.2.3. Admission as a double degree student

Students from HAMK partner universities are admitted as double degree students in accordance with the Guideline for international double degrees. The selected students' data is exported to the Studyinfo service.

[Guideline for international double degrees](#)

### 3.2.4. Student admission for teacher education programmes

The admission to professional teacher education, student counsellor education and special needs teacher education is in the form of a joint nationwide separate admission in the Studyinfo service. The timetables for student admission and selection and the process of selecting the students are in accordance with the timetables jointly prepared by universities of applied sciences.

### 3.2.5. Admission as a student in teacher education based on unfinished studies

If a teacher education student wants to continue their studies after the right to study has expired, they may apply for reinstatement as a student.

The Head of Degree Programme may, on the basis of an application, grant a former teacher education student the right to study so that the student can complete their teacher studies, if no more than half of the entire scope of the programme is to be completed. The extension can be granted for a maximum of one year.

The student is charged a fee of 50 euros for the processing of the application (A1440/2014, section 3).

### 3.2.6. Admission as a student in specialisation studies

Holders of suitable Bachelor's and Master's degrees and applicants who, in the view of the university of applied sciences, possess adequate knowledge and skills for the studies may be admitted to specialisation studies (L 932/2014, section 25).

#### Specialisation studies

### 3.2.7. Enrolment in path studies and studies at HAMK Open University

Students are mainly enrolled in path studies and studies at the Open University of Applied Sciences in the order of registration. Any other potential criteria are indicated on the HAMK website.

Students in secondary-level education may be admitted to studies at HAMK Open University for so-called introduction studies.

#### Path studies

HAMK Open University

### 3.2.8. Appeal against a decision on admission as a student

The applicant may file a written appeal on the student selection decision to the HAMK Examination Board within 14 days of receiving notification of the decision (see 8.2.4, Examination Board).

## 4. Maintaining the right to study

### 4.1. Enrolment

Admitted students who have received a student place must enrol for the academic year within the given deadline, otherwise they will lose their study rights. Similarly, they shall enrol as present or absent each academic year. (L932/2014, section 29, section 32). Only students enrolled as present are entitled to study and have grades recorded in the credit record database.

If a student fails to enrol, and therefore loses their study right, they may apply for readmittance. The Head of Degree Programme may grant the right to study if based on the lost study right the student would still have time to study. The right to study shall be granted no earlier than at the beginning of the month following the submission of the application.

The student is charged a fee of 50 euros for the processing of the application (A1440/2014, section 3).

### 4.1.1. Enrolment as absent

#### 4.1.1.1. Right of absence from 1 September 2015 onwards

A student who accepts a student place in degree education beginning in autumn 2015 or later may enrol as absent at the beginning of studies for the following reasons only:

- military, non-military or women's voluntary military service
- maternity, paternity or parental leave
- sickness or injury preventing the start of studies

The aforementioned right to absence in early teacher training only concerns students who were admitted in or after spring 2015.

A student who accepts a student place in degree education beginning in autumn 2015 or later may enrol as absent for a maximum of one academic year. The period of absence is not included in the maximum duration of studies. A student may also enrol as absent during studies if the reason of absence is military, non-military or women's voluntary military service or maternity, paternity or parental leave and this period of absence is not included in the maximum duration of studies. (L932/2014, section 29.)

Students who have received a discretionary extension do not have the right to absence (see 4.4 Extending the Right-to-Study Period). Furthermore, former students in higher education who are granted a study right at HAMK do not have a right to absence (see 3.2.2 Admission as a degree student based on an unfinished degree in higher education).

Specialisation studies and path studies do not include the right to absence, nor do those admitted to HAMK for a double degree have that right.

#### 4.1.1.2. Right to absence before 1 September 2015

A Bachelor's degree student who accepts a student place for a degree programme beginning before autumn 2015 may enrol as absent for a maximum of two academic years. The period of absence is not included in the maximum duration of studies.

A Master's degree student who accepts a student place for a degree programme beginning before autumn 2015 may enrol as absent for a maximum of one academic year, having completed at least one semester of studies. The period of absence is not included in the maximum duration of studies.

A Bachelor's degree student who accepts a student place for a part-time study programme beginning before autumn 2014 may enrol as absent for a maximum of one academic year, having completed at least one semester of studies. The period of absence is not included in the maximum duration of studies.

Students who have been admitted to teacher training before spring 2015 may not enrol as absent during their studies.

## 4.2. Study fees

### 4.2.1. Tuition fees and grants

The University of Applied Sciences will charge citizens of countries outside the EU/EEA approved for education that is conducted in another language than Finnish a tuition fee (L932/2014, section 13a). The HAMK Director of Finance and Administration shall determine the tuition fees and they shall be

published on the HAMK website. A student liable to pay the tuition fees may not enrol for the academic year until the tuition fees have been paid.

HAMK's grant programme for degree students liable for a tuition fee is based on the Finnish language skills they accumulate during the studies. The grant is awarded for the skills acquired at Finnish A2 and B1 level. In addition, it is required that the studies completed at HAMK progress within the normal time frame. The grant programme is applicable to new degree students liable for a tuition fee as of 1 January 2020. Students liable for a tuition fee who began their studies before this date will remain in the previous grant system, linked to the progress of their studies until their graduation.

#### [Tuition fees and grants](#)

#### [HAMK grant programme 2020](#)

#### 4.2.2. Fees for HAMK Open University

The Director of Finance and Administration at HAMK will determine the fees payable to HAMK Open University.

#### [HAMK Open University](#)

#### 4.2.3. Fees for specialisation studies

Higher education institutions may provide specialisation studies free of charge or charge a maximum of EUR 120 per credit included in the study rights. Each set of specialisation studies is priced separately depending on its scope and potential subsidies.

#### [Specialisation studies](#)

#### 4.3. Right-to-study period

Those accepted as degree students will be granted the right to study, and their right-to-study period begins once they have accepted the student place and enrolled for the academic year.

| <b>Degree/studies, scope</b>    | <b>Time normally allocated for completing a degree/implementation period</b> | <b>Right-to-study period</b> |
|---------------------------------|--|------------------------------|
| Bachelor's degree 240 cr        | 4 years  | 5 years                      |
| Bachelor's degree 210 cr        | 3.5 years  | 4.5 years                    |
| Master's degree 90 cr           | 2.5 years  | 3 years                      |
| Master's degree 60 cr           | 2 years  | 2.5 years                    |
| Double Bachelor's degree 240 cr | 3 years  | 4 years                      |
| Double Bachelor's degree 210 cr | 2.5 years  | 3.5 years                    |
| Double Master's degree          | 1 year   | 1.5 years                    |
| Professional teacher education  | 10 to 16 months  | 3 years                      |

|                        |                           |         |
|------------------------|---------------------------|---------|
| Specialisation studies | programme-specific period | 2 years |
|------------------------|---------------------------|---------|

*Table 1: Scope of degrees, time normally allocated for completing a degree and right-to-study period. The time normally allocated for completing a degree refers to the time corresponding to the scope of the studies to be completed in years.*

#### 4.3.1. Exceptional situations associated with the right-to-study period

In Bachelor's degree programmes requiring degrees other than those granting general eligibility for application, the right-to-study period is determined according to the scope of implementation specified in the decision on intake (e.g. retraining and upgrading of qualifications). The maximum period for completing a degree or the right-to-study period is one year longer than the implementation period.

In separate application, the right-to-study period for students admitted to a Bachelor's degree programme based on studies at HAMK Open University will be one year shorter than the right-to-study period for students selected through the joint application. In separate application, the right-to-study period for students admitted to a Master's degree programme based on studies at HAMK Open University will be one semester shorter than the right-to-study period for students selected through the joint application.

Students of HAMK Open University and path students will be granted the right to study for the semester/year in which the studies take place.

#### 4.4. Extension of the right-to-study period

The Head of Degree Programme may grant the student an extension period for completing the studies if the student has not completed their studies during the right-to-study period. The student must provide a viable study plan for the extended period in their application. The extension shall be applied during the right-to-study period. An extension of up to one year may be granted for degree-awarding programmes or up to six months for professional teacher, special needs teacher and student counsellor education. (L932/2014, section 30a.)

The student is charged a fee of 50 euros for the processing of the application (A1440/2014, section 3).

#### 4.5. Loss of the right to study

Students will lose their right to study if they

- fail to enrol for the academic year as required by HAMK
- have not completed their studies during the right-to-study period or
- have not completed their studies during the extension period granted.

Students may apply for readmission as a student (L932/2014, section 32). (See 4.1 Enrolment and 3.2.2 Admission as a degree student based on an unfinished degree in higher education)

##### 4.5.1. Appeals

The student may file a written appeal on the decision that leads to a loss of study right to the HAMK Examination Board within 14 days of receiving notification of the decision (see 8.2.4, Examination Board).

[Instructions on the right to study for personnel](#)

[Instructions on the right to study for students](#)

#### 4.6. Cancelling and reinstating the right to study

When the studies include requirements concerning the safety of minors, patient or customer safety or traffic safety, the University of Applied Sciences may withdraw the student's right to study in situations specified in the University of Applied Sciences Act. Before the right to study is withdrawn, the possibility of transferring the student to another degree programme shall be examined.

(L932/2014, section 33-34, A 1129/2014, section 11.)

HAMK Board of Directors will make a decision on the withdrawal of the right to study. Before making a decision on the matter, the matter shall be investigated and the student shall be given an opportunity to be heard. (L932/2014, section 39.)

The Head of Degree Programme may refer the student to a medical examination in order to establish the student's state of health. The costs of these medical examinations will be covered by HAMK. The University of Applied Sciences shall have the right to examine a statement on the student's state of health or information on a previous decision to withdraw the right to study.

(L932/2014, section 34.)

If the student refuses to undergo a medical examination aimed at establishing their state of health or to supply an extract of their criminal record, the Head of Degree Programme may suspend their right to study until they agree to undergo the medical examination or provides the extract of the criminal record. The procedure for drug testing has been included in HAMK's Programme for preventing substance abuse.

##### [Programme for preventing substance abuse](#)

A student whose right to study has been withdrawn may apply to the University of Applied Sciences for the restoration of the right to study. If the reasons for withdrawing the right to study no longer exist, the right to study will be restored. The Board of Directors of the University of Applied Sciences will make a decision on the restoration of the right to study. (L932/2014, section 35.)

##### 4.6.1. Appeals

A decision to withdraw or restore a right to study may be appealed to the Legal Protection Board for Students within 14 days of receiving notification of the decision (L932/2014, section 58).

A person dissatisfied with the decision of the Legal Protection Board for Students may appeal to the Hämeenlinna Administrative Court within 14 days of receiving notification of the decision (L956/2011, section 8a).

#### 4.7. Resignation

A student may report that they resign from the university of applied sciences, in which case they will lose their right to study. Students shall notify of their resignation in writing, in which case the resignation is entered in the student register. Resigned students will receive a resignation certificate and a Transcript of Records in Finnish and in English.

## 5. Study planning

### 5.1. Counselling and PSP

Students have the right to receive counselling during their studies. The principles and responsibilities concerning the counselling and the actors involved are laid out in the guideline 'Student counselling'.

Bachelor's and Master's degree students must prepare a personal study plan (PSP), in which they include courses in accordance with their own objectives and the manner in which the obligatory, free-choice and optional nature of their studies is defined in the degree programme concerned. There are separate guidelines on the PSP process.

There are separate work instructions on the counselling practices in professional teacher education.

[Guideline for student counselling](#)

[Guideline for personal study plan \(PSP\)](#)

[Guidelines for the counselling practices for professional teacher education](#)

## 6. Completion of studies

### 6.1. Work placement

Guidelines have been provided for the work placement included in the Bachelor's degree.

[Guidelines for the work placement included in the Bachelor's degree.](#)

### 6.2. Student exchanges and double degrees

Degree programme students may study or do their work placement in international partner institutions or companies. HAMK also implements international double degrees with partnering higher education institutions.

[Guideline for student exchanges](#)

[Guideline for international double degrees](#)

### 6.3. Teaching language and language skills

At HAMK, the teaching languages are Finnish and English. Degrees taught in Finnish also include studies or parts of studies in English. The teaching language is English in all degrees taught in another language than Finnish. These studies also include studies in Finnish so that they promote and support the employment of foreign degree students in Finland.

The PSP of a student studying in an English-taught programme may include Finnish language studies, so that a maximum of 15 per cent of their degree studies are in Finnish.

Students shall demonstrate in their Bachelor's degree studies or in another way that they have acquired such Finnish and Swedish language skills that are required for a job requiring a degree in higher education in a bilingual area. In addition, they shall demonstrate that they have acquired proficiency in at least one foreign language that is necessary for the pursuit of a career and professional development.

Students who have acquired their education in a language other than Finnish or Swedish or have acquired their education abroad do not need to demonstrate their language skills in these languages.

For particular reasons, a student may be exempted in part or in full from demonstrating their language skills (A1129/2014, section 7).

See 2.3.1.1 Degree programmes: Common policies in degree-awarding education (UAS)

#### 6.4. Thesis and maturity test

The Bachelor's degree and Master's degree include a compulsory thesis, which must be openly assessable. It shall not include confidential material. The thesis shall be public as soon as it is approved. (Ministry of Education Guideline Register number 3/500/2004) The completion of the thesis is defined in the Guideline for the thesis and the Thesis guide.

In degree programmes that are taught in Finnish, the thesis is written in Finnish, English or (in some cases) in Swedish. In degree programmes taught in English, the thesis is written in English.

By means of the maturity test, the student demonstrates their familiarity with the field of their thesis and their skills in Finnish or Swedish (Decree 1129/2014, section 8). The student shall write a maturity test in the language in which they acquired their education, in Finnish or Swedish.

A student who has received their education in a language other than Finnish or Swedish or in a foreign country may write the maturity test in Finnish, Swedish, English or another language approved by the Head of Degree Programme. No language inspection will be performed on the maturity test.

[Guideline for the thesis](#)

[Thesis guide](#)

#### 6.5. Assessment and recognition of competence

At HAMK, students are assessed on the basis of their competence. The assessment comprises the assessment of courses completed at HAMK and the recognition and accreditation of prior learning and learning acquired elsewhere.

In Bachelor's and Master's degree programmes, the assessment is on a scale of 5 to 0 (HYL) or using the scale pass (HYV) - fail (HYL). The reason for a 'fail' needs to be written in the student register. The scales and the manner in which they are used are laid out in the guideline 'Course assessment'.

Instructions for the assessment of competence acquired elsewhere have been provided in the RPL guideline.

[Recognition and accreditation of prior learning and learning acquired elsewhere during studies \(RPL\) Course assessment guideline](#)

The studies in professional teacher education, special needs teacher education and student counsellor education are assessed using the scale pass - additional work required. Basic studies in special pedagogics are assessed on a scale of 5 to 0.

There are separate work instructions on the RPL practices for professional teacher education, student counsellor education and special needs teacher education.

[RPL guideline for teacher education](#)

[RPL guideline for student counsellor education](#)

[RPL guideline for special needs teacher education](#)

### 6.5.1. Appeals

Reassessment may be applied for a decision on a grade, accreditation or exemption from compulsory language studies for a Bachelor's degree, a Master's degree, or a module or other studies at HAMK Open University module.

If a student is dissatisfied with the grade or accreditation/exemption decision for a module or other studies, they may request reassessment from the person making the assessment or decision. A written or oral request for reassessment must be made within 14 days of the student being informed of the grade or decision. The student is considered to be notified of the grade one day after the grade or decision has been entered in the student register.

Reassessment requests shall be processed without delay. Students dissatisfied with the response may appeal to HAMK Examination Board. A written appeal must be submitted within 14 days of the student being informed of the response to the reassessment request (see 8.2.4. Examination Board).

The written appeal must include the student's requirements and grounds for these requirements, the title and ID of the module or other studies, the student's name, degree programme and the necessary contact details for dealing with the matter.

The Examination Board will deal with appeals without delay. The members of the Examination Board shall not be involved in the processing of reassessment requests of modules or other studies which they assess themselves.

The Examination Board will base its decisions on statutes, HAMK's Guidelines, the degree's description of competence and the assessment documentation at issue. The Board will provide the persons in question with the meeting minutes that contain the decision on the appeal. Decisions made by the Examination Board are final.

## 7. Graduation

### 7.1. Degree certificates

HAMK grants degree certificates and certificates of completed studies. Students may also receive attendance certificates and Transcripts of Records. The procedures for applying for degrees and certificates are determined in the guideline.

The graduation days for degree-awarding programmes are published in the Academic Calendar. The Unit Director determines the completion dates of professional teacher education for each academic year.

Students whose education is in Finnish receive their degree certificates in Finnish and an English translation of the certificate. The degree certificates for education taught in English are in Finnish and in English. All graduates are given a free Diploma Supplement that is in English and it is intended for international use. (A1129/2014, section 10.)

Students completing a double degree also receive their degree certificates at HAMK. A student will receive a degree certificate after they have completed the required studies at HAMK and in the partner institution. The fact that the student has completed a double degree is stated on the certificate (A1129/2014, section 10).

[Guideline for international double degrees](#)  
[Guideline for certificates and applying for a degree](#)

## 7.2. Teacher education certificates

Students who have completed teacher education receive a certificate from HAMK. Graduates who have completed teacher education in Finnish will receive their certificate in Finnish and a Transcript of Records. The graduates will also receive a Certificate Supplement, which is in English and intended for international use.

Graduates who have completed teacher education in English will receive their certificate in English and an unsigned Finnish translation of the certificate. The graduates will also receive a Transcript of Records in Finnish and in English and a Certificate Supplement.

## 7.3. Certificates for specialisation studies

HAMK will issue a certificate of specialisation studies and an attached Transcript of Records.

# 8. Other instructions

## 8.1. Equality and accessibility

The promotion of equality is based on the Non-Discrimination Act (L21/2004). The guideline for promoting equality explains how HAMK ensures that equality and accessibility are implemented during both the application stage and study phase.

[Guideline for promoting non-discrimination](#)

## 8.2. Safety and order

The student shall be entitled to a safe study environment (L932/2014, section 31).

[Guideline for crisis and safety work](#)

[Student safety guides](#)

[Emergency plans](#)

### 8.2.1. Disruption and deception

Students may be ordered to leave the class if they disrupt teaching or behave in a violent or threatening manner or endanger the health or life of another person. The Head of Degree Programme may prohibit the student from attending classes for a maximum of three working days. (L932/2014, section 38.)

If a student cheats in an exam, the supervisor will remove them from the class and the student will fail the exam. It is forbidden to copy documents, made by another person, and present them as one's own. Consequently, the assignment will be failed. The teacher checks the results of students' written course assignments for plagiarism.

HAMK is committed to observing the guideline 'Good scientific practice and procedures for handling misconduct and fraud in science' issued by the Finnish Advisory Board on Research Integrity. Neglect and deceit in the writing of the thesis are assessed in accordance with the guideline 'Procedures for ensuring good scientific practice'.

[Good scientific practice and procedures for handling misconduct and fraud in science](#)

[Procedures for ensuring good scientific practice](#)

### 8.2.2. Disciplinary matters

At the request of the Head of Degree Programme, the Rector may decide to give a written warning to a student if the student

- disrupts teaching
- behaves in a violent or threatening manner
- is guilty of deception or otherwise violates the rules of the university of applied sciences
- refuses to present a drug test certificate referred to in section 36 of the Act on the Universities of Applied Sciences
- has, on the basis of a report referred to in section 36 of the Act on the Universities of Applied Sciences, used drugs for non-medical purposes so that their functional capacity has weakened.

If the student's act or omission is serious or recurring, HAMK Board of Directors may decide to dismiss the student for a maximum of one year. Before issuing a written warning or dismissal, the Head of Degree Programme identifies the act or omission, carries out the necessary investigation and gives the student an opportunity to be heard in the matter. (L932/2014, section 38-39.)

### 8.2.3. Drug test

A student may be obliged to present a certificate of a drug test if there are grounds to suspect that the student is performing practical assignments related to their studies under the influence of drugs or that the student has a drug addiction. The conditions under which drug testing may be required from a student are determined in legislation (L932/2014, section 36). The HAMK procedure has been included in the Programme for preventing substance abuse

[Programme for preventing substance abuse](#)

## 8.3. Examination Board

Appeals shall be sent to the Examination Board by e-mail at [tutkintolautakunta@hamk.fi](mailto:tutkintolautakunta@hamk.fi) or at HAMK Examination Board, Kirjaamo, P.O. Box 230, Visamäentie 35A, 13101 Hämeenlinna. The appeal shall be considered to have arrived on time when it has been registered within 14 days of the applicant/student being informed of the decision.

[Guideline for the Examination Board](#)